**TIMESHEET TEMPLATE WITH LUNCH**

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| **EMPLOYEE** |  | **COMPANY** |
| **NAME** |  |  | **NAME** |  |
| **ID NUMBER** |  |  | **ADDRESS** |  |
| **ADDRESS** |  |  |  |
|  |  |  |
|  |  |  |
| **DEPT** |  |  | **PHONE** |  |
| **SUPERVISOR** |  |  | **PAY PERIOD BEGINNING** |  |

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| **WEEK ONE** |
| **DATE** | **DAY OF THE WEEK** | **CLOCK IN** | **BREAK 1 BEGINS** | **BREAK 1 ENDS** | **LUNCH BEGINS** | **LUNCH ENDS** | **BREAK 2 BEGINS** | **BREAK 2 ENDS** | **CLOCK OUT** | **DAILY HOURS** |
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|  |  |  |  |  |  |  |  | **WEEKLY TOTAL** |  |

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| **WEEK TWO** |
| **DATE** | **DAY OF THE WEEK** | **CLOCK IN** | **BREAK 1 BEGINS** | **BREAK 1 ENDS** | **LUNCH BEGINS** | **LUNCH ENDS** | **BREAK 2 BEGINS** | **BREAK 2 ENDS** | **CLOCK OUT** | **DAILY HOURS** |
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|  |  |  |  |  |  |  |  | **WEEKLY TOTAL** |  |

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| --- | --- | --- |
| **TOTAL HOURS** | **PAY RATE** | **TOTAL PAY** |
| **REGULAR** |  | **REGULAR** |  | **REGULAR** |  |
| **OVERTIME** |  | **OVERTIME** |  | **OVERTIME** |  |
| **DATE OF PAYMENT** |  | **GROSS PAY** |  |