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| **BIWEEKLY TIMECARD WITH TASKS** |
| **Company Name:** |  |
| **Employee Name:** |  | **Employee ID:** |  |
| **Start Date:** |  |  **End Date:** |  |
|  |  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Tasks** | **Time In** | **Time Out** | **Lunch** | **Time In** | **Time Out** | **Daily Total**  |
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|  |  |  |  |  |  | **Weekly Total:**  |  |
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|  |  |  |  | **Weekly Total:**  |  |
|  | Approved by: | Date: |  |  |  |
|  |  |  |  |  | **Total Hours:** |  |