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|  |  |  |  |  |  |  |  |
| **Employee Name:** | |  | | |  | **Month:** |  |
| **Manager Name:** | |  | | |  | **Rate Per Hour:** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Week Starting** | | **Hours Worked** | | **Total Pay** | |  |  |
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| **TOTAL** | |  | |  | |  |  |
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| **Weekly Breakdown** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|  |  |  |  |  |  | Total Hours (1st Week) |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|  |  |  |  |  |  | Total Hours (2nd Week) |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|  |  |  |  |  |  | Total Hours (3rd Week) |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|  |  |  |  |  |  | Total Hours (4th Week) |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|  |  |  |  |  |  | Total Hours (5th Week) |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Signature:** | |  | |  |  |  |  |
| **Manager Signature:** | |  |  |  |  |  |  |
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