

CLEARVIEW PROPERTY MANAGEMENT SERVICES, LLC

7-day Timecard - Week 1									
Property:									
Employee name					Paychex ID #				
Pay period starting					Pay period ending				
Extra time			Regular Time						
		1 st Day	AM	In					
			PM	Out					
		2 nd Day	AM	In					
			PM	Out					
		3 rd Day	AM	In					
			PM	Out					
		4 th Day	AM	In					
			PM	Out					
		5 th Day	AM	In					
			PM	Out					
		6 th Day	AM	In					
			PM	Out					
		7 th Day	AM	In					
			PM	Out					
Total			Total						
Notes									
Approver's name & Designation									
Employee's signature					Approver's signature				

7-day Timecard - Week 2									
Property:									
Employee name					Paychex ID #				
Pay period starting					Pay period ending				
Extra time			Regular Time						
		8 th Day	AM	In					
			PM	Out					
		9 th Day	AM	In					
			PM	Out					
		10 th Day	AM	In					
			PM	Out					
		11 th Day	AM	In					
			PM	Out					
		12 th Day	AM	In					
			PM	Out					
		13 th Day	AM	In					
			PM	Out					
		14 th Day	AM	In					
			PM	Out					
Total			Total						
Notes									
Approver's name & Designation									
Employee's signature					Approver's signature				

Biweekly Time Card