



Weekly Time Sheet

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Employee Name: _____

Week Ending Date: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
Time In									
Time Out									
Less Lunch									
								Totals	
Daily Total									Reg. Hrs
									O/T Hrs.

* Please note - Time sheets are due in by Monday night to make payroll for the current week.

*Hours over 40/wk are OT

This is a true statement of my hours worked.

Employee Signature: _____

Client Company: _____

Authorized Signature: _____

Print Authorized Name: _____