



# TIME SHEET

Week Beginning Date: \_\_\_\_\_

	Time In	Time Out	Time In	Time Out	Daily Total Hours
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
<b>Weekly Total Hours =</b>					

Week Beginning Date: \_\_\_\_\_

	Time In	Time Out	Time In	Time Out	Daily Total Hours
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
<b>Weekly Total Hours =</b>					

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Wednesday					
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Friday					
<b>Weekly Total Hours =</b>					

I certify this timesheet accurately reports the actual hours worked in the period.

Print Employee Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_