

TIME SHEET

Name: _____ Payroll Period: _____

Week 1

	DATE	IN	OUT	IN	OUT	Total Hours
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

Week 2

	DATE	IN	OUT	IN	OUT	Total Hours
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

Week 3

	DATE	IN	OUT	IN	OUT	Total Hours
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

Week 4

	DATE	IN	OUT	IN	OUT	Total Hours
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

Week 5

	DATE	IN	OUT	IN	OUT	Total Hours
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

TOTAL HOURS THIS PAY PERIOD: _____

**OVERTIME
HOURS**

DATE	IN	OUT	IN	OUT	Total Hours

**TOTAL
OVERTIME
HOURS:**

Signature: _____ Signature of Supervisor: _____

(Overtime Only)