

TIME SHEET

PAY PERIOD _____

EMPLOYEE NAME _____

DATE		START	STOP	LUNCH	TOTAL HOURS	OFFICE USE ONLY
MON						
TUES						
WED						
THURS						
FRI						
SAT						
MON						
TUES						
WED						
THURS						
FRI						
SAT						
MON						
TUES						
WED						
THURS						
FRI						
SAT						
MON						
TUES						
WED						
THURS						
FRI						
SAT						
EMPLOYEE'S GRAND TOTAL OF HOURS WORKED						
Employee Initials agreeing with hours				GRAND TOTAL OF HOURS WORKED		