

Employee Time Sheet

Employee Name _____ Position _____

Start of Pay Period _____ End of Pay Period _____

Employee Signature _____ Date _____

Supervisors Signature _____ Date _____

ALL EMPLOYEES MUST SIGN IN UPON ARRIVAL AND SIGN OUT UPON DEPARTURE

Date	Time In	Time Out	Time In	Time Out	Total
Week 1					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Week 2					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Total Hours _____

ALL TIME SHEETS MUST BE SIGNED FOR PAYROLL