

TIME SHEET

| | | Pay | Period: | to | to | | |
|--------------------|------------------|---------------|------------------|-----------------|-----------------|---------|--|
| Employee Nam | e (Please Prin | +). | | Emp #/Fo | or HR Use Only | 1 | |
| Linployee Nam | ie (Flease Filli | | | Lilip. # (i C | or the ose only | , | |
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| Department: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Day | Date | In | Out | In | Out | Total | |
| SUNDAY | Date | 111 | Out | | Jul | Total | |
| MONDAY | | | | | | | |
| TUESDAY | | | | | | | |
| WEDNESDAY | | | | | | | |
| THURSDAY | | | | | | | |
| FRIDAY | | | | | | | |
| SATURDAY | | | | | | | |
| SUB-TOTAL | | | | | | | |
| SUNDAY | | | | | | | |
| MONDAY | | | | | | | |
| TUESDAY | | | | | | | |
| WEDNESDAY | | | | | | | |
| THURSDAY | | | | | | | |
| FRIDAY | | | | | | | |
| SATURDAY | | | | | | | |
| SUB-TOTAL | | | | | • | | |
| SUNDAY | | | | | • | | |
| MONDAY | | | | | | | |
| TUESDAY | | | | | | | |
| WEDNESDAY | | | | | | | |
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| FRIDAY | | | | | | | |
| SATURDAY | | | | | | | |
| SUB-TOTAL | | | | | | | |
| | | | | | | | |
| TOTAL | | | | | | | |
| | | | | | | | |
| I certify that the | hours shown h | ereon represe | ent the total ho | urs worked eacl | h week by me ai | nd were | |
| properly verified | by my immedia | ate superviso | r. | | | | |
| | | | | _ | , . | | |
| | | | _ | Date: | // | | |
| E | Employee | | | | | | |
| | | | | Date: | | | |
| | Supervisor | | | Date | // | | |