

# Weekly Time Sheet

Employee Name \_\_\_\_\_

Department Name \_\_\_\_\_ Period Ending \_\_\_\_\_

WORK DAY	TIME IN	MEAL BREAK		TIME OUT	TOTAL REGULAR HOURS WORKED	PAID MEAL TIME	TOTAL HOURS PAID	Please indicate reason(s) for no hours worked, approved overtime hours worked, vacation, or personal /sick days
		TIME OUT	TIME IN					
SUNDAY								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
<i>For Office Use Only:</i> [	<b>SUBTOTAL</b>							
	<b>TOTAL REGULAR HOURS</b>							
	<b>TOTAL OVERTIME HOURS</b>							

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor/Manager Signature