

Employee Timesheet

Name: _____ Position: _____ Reason: _____

Pay Period: _____

Check Pay Period Schedule for Correct Dates

The Work Week is Sunday thru Saturday. Overtime is calculated after 40 hrs. **worked** each Work Week.

Date:							
	SUN	MON	TUE	WED	THR	FRI	SAT
In							
Out							
Lunch Break							
In							
Out							
Total							

Date:							
	SUN	MON	TUE	WED	THR	FRI	SAT
In							
Out							
Lunch Break							
In							
Out							
Total							

Date:							
	SUN	MON	TUE	WED	THR	FRI	SAT
In							
Out							
Lunch Break							
In							
Out							
Total							

Supervisor Notes: _____

Supervisor Signature: _____