## **Timesheet: Weekly Time Report**

WEEK ENDING

EMPLOYEE \_\_\_\_\_

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT	SUN		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT	SUN	
IN								IN			1					
Out								Out								
IN								IN								
Out								Out								
Total								Tota								
TOTAL HOURS WORKED TOTAL HOURS PAID (Payroll)									TOTAL HOURS WORKED TOTAL HOURS PAID (Payroll)							
Employee Signature				Date				Employee Signature				Date				
Supervisor Signature				Date				Supervisor Signature				Date				
NOTE: This form is to be used by all employees to record time and attendance. This form must be submitted to your Supervisor each week. ALL HOURS, including benefit hours MUST BE RECORDED AND TOTALED.								a v A	NOTE: This form is to be used by all employees to record time and attendance. This form must be submitted to your Supervisor each week. ALL HOURS, including benefit hours MUST BE RECORDED AND TOTALED.							
V =	H = Holiday Time $JD =$ Jury Duty $V =$ Vacation Time $B =$ Bereavement $S =$ Sick Time $ED =$ Educational Seminar							V	H = Holiday Time $JD =$ Jury Duty $V =$ Vacation Time $B =$ Bereavement $S =$ Sick Time $ED =$ Educational Seminar							

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