



# EMPLOYEE TIME SHEET

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
WORK LOCATION

ATTENDANCE AT ORENTATION/TRAINING

\_\_\_\_\_  
PAYROLL PERIOD DATES (Sat-Fri)

DATE	SAT	SUN	MON	TUE	WED	THU	FRI
<b>TIME IN</b>	AM	AM	AM	AM	AM	AM	AM
	PM	PM	PM	PM	PM	PM	PM
<b>TIME OUT</b>	AM	AM	AM	AM	AM	AM	AM
	PM	PM	PM	PM	PM	PM	PM

TOTAL	
REGULAR HRS	
OVERTIME HRS	
<b>TOTAL HRS</b>	

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This week I worked at the following locations: \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE

Date

\_\_\_\_\_  
APPROVED BY SIGNATURE

Date

**FOR NEW HIRES:**

***Timesheet must be to H.R. by 9AM - MONDAY***