



EMPLOYEE TIME SHEET

Employee Name _____

Full Time _____

Branch _____

Part Time _____

Month/Year _____

		Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Totals
Week 1	Time in	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	____ Hrs.
	Time out	_____	_____	_____	_____	_____	_____	____ Min.
	Time in	_____	_____	_____	_____	_____	_____	
	Time out	_____	_____	_____	_____	_____	_____	
Week 2	Time in	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	____ Hrs.
	Time out	_____	_____	_____	_____	_____	_____	____ Min.
	Time in	_____	_____	_____	_____	_____	_____	
	Time out	_____	_____	_____	_____	_____	_____	
Week 3	Time in	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	____ Hrs.
	Time out	_____	_____	_____	_____	_____	_____	____ Min.
	Time in	_____	_____	_____	_____	_____	_____	
	Time out	_____	_____	_____	_____	_____	_____	
Week 4	Time in	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	____ Hrs.
	Time out	_____	_____	_____	_____	_____	_____	____ Min.
	Time in	_____	_____	_____	_____	_____	_____	
	Time out	_____	_____	_____	_____	_____	_____	
Week 5	Time in	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	____ Hrs.
	Time out	_____	_____	_____	_____	_____	_____	____ Min.
	Time in	_____	_____	_____	_____	_____	_____	
	Time out	_____	_____	_____	_____	_____	_____	

Total No. of Hrs.: _____ **Min.** _____

Total Approved Comp Time Hrs.: _____ Min. _____

I agree all information included on time sheet is correct:

Employee Signature _____

Supervisor Signature _____

