

Weekly Time Sheet

Week Ending: October 15, 2012

«_CompanyName»

«_AddressLine1»

«_AddressLine2»

«_City» | «_State» «_ZipCode»

«_PhoneOffice» «_PhoneFax»

«_EmailAddress» «_Website»

Employee Name: [Type name here]

Title: [Type title here]

I.D. No.: [Type number here]

Supervisor: [Type name here]

Department: [Type name here]

Status (Temporary, non-exempt): [Type status here]

Date	Start Time	End Time	Regular Hrs.	Overtime Hrs.	Total Hrs.
					0
					0
					0
					0
					0
					0
					0
					0
Weekly Totals			0	0	0

Employee Signature _____

Date: [Type date here] _____

Employee Signature _____

Date: [Type date here] _____