



## WEEKLY TIME SHEET

<b>NAME</b>		<b>SUPERVISOR</b>	
<b>POSITION /PROJECT</b>		<b>WORKSITE</b>	
<b>WEEK START</b>	___/___/___	<b>WEEK END</b>	___/___/___

DAY	DATE	SHIFT (D/N)	START TIME	FINISH TIME	TOTAL HOURS
<b>Monday</b>	___/___/___		___:___	___:___	___ hrs
<b>Tuesday</b>	___/___/___		___:___	___:___	___ hrs
<b>Wednesday</b>	___/___/___		___:___	___:___	___ hrs
<b>Thursday</b>	___/___/___		___:___	___:___	___ hrs
<b>Friday</b>	___/___/___		___:___	___:___	___ hrs
<b>Saturday</b>	___/___/___		___:___	___:___	___ hrs
<b>Sunday</b>	___/___/___		___:___	___:___	___ hrs
<b>TOTAL HOURS TO BE PAID</b>					___ HRS

\_\_\_\_\_  
Employee/Contractor Signature

\_\_\_\_\_  
Supervisor Signature