

TIME SHEET

SAMPLE

EMPLOYEE NAME: John Doe
PAY PERIOD: March 2 - March 15

Write the day's date in this box.

PAY PERIOD WEEK 1						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			5 11 hours ABC Tire	6 10 hours ABC Tire		
						Total Hours Worked in Week 1: <u>21</u> HOURS

In this spot, tell us HOW MANY HOURS AND WHICH POST.

If you didn't work that day, just leave it blank.

PAY PERIOD WEEK 2						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9 14 hours ABC Tire						
						Total Hours Worked in Week 2: <u>14</u> HOURS

Leave blank. For manager only.

In this spot, add up your hours for THAT WEEK ONLY!! NOT BOTH WEEKS!!

SCHEDULING MANAGER APPROVED: _____ DATE: _____

TIME SHEET

EMPLOYEE NAME: _____

PAY PERIOD: _____

PAY PERIOD WEEK 1						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Total Hours Worked in Week 1: _____ HOURS

PAY PERIOD WEEK 2						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Total Hours Worked in Week 2: _____ HOURS

SCHEDULING MANAGER APPROVED: _____

DATE: _____