



# Employee Weekly Time Sheet

**ALL TIME SHEETS ARE DUE IN THE OFFICE BY 8:00 A.M. MONDAY MORNING FOLLOWING THE WEEK END**

**EMPLOYEE NAME:** \_\_\_\_\_

**Time sheet Guidelines:**

- Time sheets are the sole responsibility of the employee
- Late time sheets will be included in the next payroll run
- Time sheets must contain ALL signatures to be included in payroll
- Incomplete time sheets will be returned to the employee for correction and be considered late
- Time sheets received through text are not acceptable, hard copy **MUST** be in the office

Week Starting: \_\_\_\_\_

Supervisor \_\_\_\_\_

Employee phone: \_\_\_\_\_

Employee email: \_\_\_\_\_

DATE	START TIME	END TIME	HOURS	CUSTOMER	TICKET NUMBER	LOCATION NAME	WORK STATE	NOTES
Sunday _____								
Monday _____								
Tuesday _____								
Wednesday _____								
Thursday _____								
Friday _____								
Saturday _____								

NOTES TO OFFICE - ADDRESS CHANGE, PHONE CHANGE, ETC.

\_\_\_\_\_  
Employee signature Date

\_\_\_\_\_  
Supervisor signature Date