



## Weekly Time Sheet

Employee name:
Supervisor name:

Week starting (Monday):
Week ending (Sunday):

	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday		
	Date:																				
Time In (Start of Day)		Total Hours	Job #		Total Hours	Job #		Total Hours	Job #		Total Hours	Job #		Total Hours	Job #		Total Hours	Job #		Total Hours	Job #
Time Out (Out for Lunch)			Subcategory			Subcategory			Subcategory			Subcategory			Subcategory			Subcategory			Subcategory
<b>Meal Break</b>																					
Time In (Return from Lunch)		Total Hours	Job #		Total Hours	Job #		Total Hours	Job #		Total Hours	Job #		Total Hours	Job #		Total Hours	Job #		Total Hours	Job #
Time Out (End of Day)			Subcategory			Subcategory			Subcategory			Subcategory			Subcategory			Subcategory			Subcategory
<b>Total Hours (Per Day)</b>																					
																		<b>Total Hours Worked (Week)</b>			

I certify that the hours recorded above are correct. I certify that I sustained no injuries and that I was not involved in any accidents while working on my assignments for this pay period unless noted as follows: \_\_\_\_\_.

**have notified my supervisor of any such injuries.**

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

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