

Name: _____

Site: _____

Manager: _____

| DAY | DATE | START TIME | BREAK | FINISH TIME | HOURS | OFFICE USE |
|-----------------|------|------------|-------|-------------|-------|------------|
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |
| Sunday | | | | | | |
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |
| Sunday | | | | | | |

TIME SHEETS MUST BE EMAILED OR FAXED BY 12.00PM ON MONDAY OF PAYROLL WEEK

EMPLOYEE'S SIGNATURE: _____

MANAGERS SIGNATURE/APPROVAL: _____