Time Sheet per Task

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| Week of: |  | Employee’s Name: |  | Employee ID: |  |

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| Task | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total Hours |
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| Total Hours |  |  |  |  |  |  |  |  |

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| Employee’s Name |  | Signature |  | Date |  |
| Manager’s Name |  | Signature |  | Date |  |