Time Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s Name |  | Week Start |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day | Date | Time In | Time Out | Total Hours |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |
|  |  |  | Total Hours |  |

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