



# TIME SHEET

EMPLOYEE'S NAME								WEEK ENDING SUNDAY	MONTH	DAY	YEAR
								<b>TOTAL HOURS WORKED</b>			
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	ROUND OFF TO THE NEAREST 1/4 HOUR			
DATE											
TIME IN								STRAIGHT TIME	OVERTIME	DOUBLE TIME	
LUNCH OUT											
LUNCH IN								SUPERVISOR'S SIGNATURE			
TIME OUT											
TOTAL STR.								SUPERVISOR'S NAME			
TOTAL OT.								DIVISION OR DEPARTMENT			
TOTAL DBT.								EMPLOYEE'S SIGNATURE			

**ALL TIME CARDS ARE DUE BY 3:00 PM EACH TUESDAY**