

# TIME SHEET

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Employee Number: \_\_\_\_\_ Status: \_\_\_\_\_  
Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date	Start Time	End Time	Regular Hrs.	Overtime Hrs.	Total Hrs.
<b>WEEKLY TOTALS:</b>					

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_