

WEEKLY EMPLOYEE TIME SHEET

Name: _____ Job Site: _____

Date	Day	Job Performed	Total Hours
	Saturday		
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Employee Signature: _____		Total Hours Worked	
Supervisor Signature: _____		Overtime	

Time sheets must be completed on Friday and turned in on Friday or your pay will be DELAYED! NO EXCEPTIONS!

You and your site supervisor must both sign time sheet! Email on FRIDAY to timesheets100@gmail.com

* If out of town indicate per Diem for next week

*If working at multiple sites, please indicate in 'Job Performed' box what site on what days**