

TIME SHEET

EMPLOYEE _____

WEEKS OF _____ / _____

Please record paid leave hours (i.e., vacation (v), sick (s), holiday (h), etc.)

| | | | | | |
|-----------|--------|--------------|--------|---------|------------|
| Week of | Log in | Log Out | Log in | Log Out | Hrs worked |
| Sunday | | | | | |
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| Saturday | | | | | |
| | | | | | |
| Week of | Log in | Log Out | Log in | Log Out | Hrs worked |
| Sunday | | | | | |
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| Saturday | | | | | |
| | | | | | |
| | | TOTAL | | | |