

EMPLOYEE TIME SHEET

Employee: [Name]

Employee ID: [ID]

Supervisor: [Name]

Week of: [MM/DD/YYYY] to [MM/DD/YYYY]

Day	Date	Time in	Lunch out	Lunch in	Time out	Total hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total						[0.00]

Regular hours: [0.00]

Overtime hours: [0.00]

PTO / sick hours: [0.00]

Employee signature / date: _____

Supervisor signature / date: _____