**Weekly Time Sheet**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Employee Name (Printed)**: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Employee Number/Department**: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Week of:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Day** | **In** | **Out** | **Break(s)/Lunch** | **Paid Time Off (PTO)**  **Holiday (H)**  **Other (O) – (*please specify)*** | **TOTAL** |
|  | **Monday** |  |  |  |  |  |
|  | **Tuesday** |  |  |  |  |  |
|  | **Wednesday** |  |  |  |  |  |
|  | **Thursday** |  |  |  |  |  |
|  | **Friday** |  |  |  |  |  |
|  | **Saturday** |  |  |  |  |  |
|  | **Sunday** |  |  |  |  |  |
|  |  |  | **TOTAL Regular Hours:** | |  |  |
|  |  |  | **Hours Over 40:** | |  |  |
|  |  |  | **TOTAL WEEKLY HOURS:** | |  |  |

|  |  |
| --- | --- |
| **Employee Signature**: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Supervisor Signature**: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**INSTRUCTIONS: All non-exempt (hourly) employees must fully complete a Weekly Time Sheet by filling in the required information at the top and recording daily total work hour information. Record each daily total to the nearest 0.25 hour. Any overtime hours must be approved in advance by your supervisor. Each supervisor shall initial the approved overtime hours once entered above. By signing this Weekly Time Sheet, you, as the employee, acknowledge and agree that you worked these hours. Falsified time sheet(s) may lead to immediate termination of employment.**