

TIME SHEET

Employee Name: Employee Signature: Pay Period From: / /201_ To: / /201_	Office Use Only:
	Hourly Rate: \$
	Regular Hrs: \$
	OT Hours:
	Total Hours \$

Date	Time In	Time Out	Hours	OT Y/N	Description of Work Performed	Property/PTO/HOLIDAY		
						HOLIDAY	Unit #	W.O. #
					Lunch Break - Day One			
					TOTAL HOURS FOR DAY (NOT INCLUDING LUNCH)			
					Lunch Break - Day Two			
					TOTAL HOURS FOR DAY (NOT INCLUDING LUNCH)			
					Lunch Break - Day Three			
					TOTAL HOURS FOR DAY (NOT INCLUDING LUNCH)			
					Lunch Break - Day Four			
					TOTAL HOURS FOR DAY (NOT INCLUDING LUNCH)			
					Lunch Break - Day Five			
					TOTAL HOURS FOR DAY (NOT INCLUDING LUNCH)			
					Lunch Break - Day Six			
					TOTAL HOURS FOR DAY (NOT INCLUDING LUNCH)			
Total Hours					TOTAL HOURS FOR WEEK (NOT INCLUDING LUNCH)			