

TIME SHEET

COMPANY NAME:

COMPANY ADDRESS:

EMPLOYEE NAME:

SUPERVISOR NAME:

HOURLY PAY:

OVERTIME PAY:

REGULAR HOURS:

FIRST HALF OF THE MONTH								
DATE	START TIME	LUNCH IN	LUNCH OUT	END TIME	REGULAR HOURS	OVERTIME HOURS	SICK HOURS	TOTAL HOURS
SEMI-MONTHLY TOTAL								
TOTAL PAY								

SECOND HALF OF THE MONTH								
DATE	START TIME	LUNCH IN	LUNCH OUT	END TIME	REGULAR HOURS	OVERTIME HOURS	SICK HOURS	TOTAL HOURS
SEMI-MONTHLY TOTAL								
TOTAL PAY								

EMPLOYEE SIGNATURE:

DATE:

MANAGER SIGNATURE:

DATE: