

EMPLOYEE NAME:

DEPARTMENT:

HOURLY WAGE:

EMPLOYEE ID:

WEEK OF:

OVERTIME WAGE:

TIME SHEET

DAY	DATE	START TIME	LUNCH IN	BREAK IN	SICK HOURS	BREAK OUT	LUNCH OUT	END TIME	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS
MON											
TUE											
WED											
THU											
FRI											
SAT											
SUN											
TOTAL OVERTIME HOURS				TOTAL REGULAR HOURS				TOTAL HOURS			

NOTES:

TOTAL PAY

APPROVED BY