



# Weekly Time Sheet

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company: \_\_\_\_\_ Status: \_\_\_\_\_  
 Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Please hold my paycheck, so that I may pick it up on Friday.  
 Please mail my paycheck.

Date	Start Time	End Time	Lunch Time	Regular Hrs.	Overtime Hrs.	Total Hrs.
<b>WEEKLY TOTALS</b>						

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_