

**EMPLOYEE TIME SHEET**

Employee Name: \_\_\_\_\_

Location: \_\_\_\_\_

Pay Period: From \_\_\_\_\_ to \_\_\_\_\_

Pay Check Date: \_\_\_\_\_

Day of Week	Date	In	Out	In	Out	Total Hours
Weekly Total:						

Day of Week	Date	In	Out	In	Out	Total Hours
Weekly Total:						

Total Pay Period Regular Hours	
Total Pay Period <b>Overtime</b> Hours (actual hrs worked over 40 in seven day period)	
Total Pay Period Additional Hours (Vacation, Holiday, PTO, Sick, Personal, Other: _____)	
<b>TOTAL HOURS FOR PAY PERIOD</b>	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Supervisory Approved**

\_\_\_\_\_  
**Date**