|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Day** | **Start Time** | **Finish Time** | **# of Hours**  |
|  | Monday |  |  |  |
|  | Tuesday |  |  |  |
|  | Wednesday |  |  |  |
|  | Thursday |  |  |  |
|  | Friday |  |  |  |
|  | Saturday |  |  |  |
|  | Sunday |  |  |  |
| **Total Hours** |  |
| **Total Pay** |  |

**Employee Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hourly Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_ Week of \_\_\_\_\_\_\_\_\_**

 **Duties Performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*ALL Timesheets are due on the following Monday*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Supervisor Signature