

# EMPLOYEE WEEKLY TIME SHEET

**Employee Name** \_\_\_\_\_

WEEK ENDING DATE: \_\_\_\_\_

DAY	DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL
<b>Total Weekly Hours</b>								

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager signature

\_\_\_\_\_  
Date