

EMPLOYEE WORK SCHEDULE

WEEKLY REPORT

Weekly report date:

Name: Position: Supervisor:

Summary of this week's work				Notes for work next week				
Task	Major work done this week			Task	Main events for next week			
1				1				
2				2				
3				3				
This week's work record				Problems in this week's work and suggested solutions				
The specific time	Work Content Record			serial number	There is a problem	propose a solution	yes/no resolved	
Monday 10.17				1				
Tuesday 10.18				2				
Wednesday 10.19				3				
Thursday 10.20				4				
Friday 10.21				5	Expense reimbursement		Expense reimbursement	
					date	the amount	use	Remark
Saturday 10.22				6	on Monday			friday
					Tuesday			Saturday
Sunday 10.23				7	Wednesday			sunday
					Thursday			total
next week's work plan								
Additional work description:								
This week's work summary:								