

# Weekly Time Sheet

Customer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

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

Shift: Day ☐ Night ☐ Arvo ☐

## Work Times

|           | Date | Job Description | Start               | Break | Finish | Total Hours | Total Norm |
|-----------|------|-----------------|---------------------|-------|--------|-------------|------------|
| Monday    |      |                 |                     |       |        |             |            |
| Tuesday   |      |                 |                     |       |        |             |            |
| Wednesday |      |                 |                     |       |        |             |            |
| Thursday  |      |                 |                     |       |        |             |            |
| Friday    |      |                 |                     |       |        |             |            |
| Saturday  |      |                 |                     |       |        |             |            |
| Sunday    |      |                 |                     |       |        |             |            |
|           |      |                 | TOTAL HOURS WORKED: |       |        |             |            |