

Pay period end date: _____

Employee Name: _____

Employee Work Site: _____

Employee ID#: _____

Site Supervisor: _____

Week One:

Day	Date	Time In	Lunch Out	Lunch In	Time Out	Reg Hours	Leave/Sick/Off/ Vacation
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

TOTAL

Week Two:

Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

TOTAL

Pay Period Total:

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