

TIME SHEET

NAME _____

BEGINNING DATE _____

ENDING DATE _____

| DAY OF WEEK | DATE | TIME IN | TIME OUT | LUNCH / BREAK | TIME IN | TIME OUT | NO. OF HOURS |
|-------------|------|---------|----------|---------------|---------|----------|--------------|
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| | | | | | | | |

SIGNATURE

DATE

APPROVAL SIGNATURE

DATE

TO BE COMPLETED BY TREASURER'S OFFICE

No. of Hours _____ X _____ = _____

Overtime Hours _____ X _____ = _____

Account _____ **Total**

| | |
|------|-----------|
| Paid | Check No. |
|------|-----------|