

Employee Time Sheet

Employee: _____

DAY/DATE	JOB/SHIFT	TIME						HOURS							
		In	Out	Lunch		In	Out	Regular	Overtime	Sick	Vacation				
				In	Out										
MONDAY / /															
TUESDAY / /															
WEDNESDAY / /															
THURSDAY / /															
FRIDAY / /															
SATURDAY / /															
SUNDAY / /															
NOTES:															
								Total Hours							
								Rate Per Hour							
								Total Hour x Hourly Rate							
								TOTAL PAY							

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NOTES:	TOTAL HOURS													