

Employee Name (print) _____

Additional hrs
carried from
prior period _____

Job # _____

Week of (example: Dec 5 - Dec 11): _____

WEEKLY TIME RECORD

DAY	DATE	Regular Assignment		LUNCH (in minutes)	Additional Time		Supv Init	Total Work Hours	Office Use	
		IN	OUT		IN	OUT			Regular	Additional
Sunday										
Monday										
Tuesday										
Weds.										
Thursday										
Friday										
Saturday										

Totals:

Additional hours to carry
forward to next period _____

Notes or comments: _____

Week of (example: Dec 12 - Dec 18): _____

Job # _____

WEEKLY TIME RECORD

DAY	DATE	Regular Assignment		LUNCH (in minutes)	Additional Time		Supv Init	Total Work Hours	Office Use	
		IN	OUT		IN	OUT			Regular	Additional
Sunday										
Monday										
Tuesday										
Weds.										
Thursday										
Friday										
Saturday										

Totals:

Additional hours to carry
forward to next period _____

Notes or comments: _____

Employee signature _____	Date _____
Supervisor signature _____	Date _____

Payroll Use Only:

Acct _____

Rate of pay _____

Pay date _____

Report to work at the time designated on assignment schedule and quit at specified time, unless otherwise approved.
All overtime must be approved by the Supervisor in advance. Submit every 1-2 weeks when week is completed

