|  |
| --- |
| EMPLOYEE TIME SHEET |
| EMPLOYEE: |  |
| DEPARTMENT: |  |
| DATE FROM: |  | DATE TO: |  |
|  |
| DATE | IN | OUT | REGULAR HOURS | OVERTIME HOURS | TOTAL HOURS |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | TOTALS |  |  |  |
|  |  |  |  |  |  |
| EMPLOYEE SIGNATURE: |  | DATE: |  |
|  |  |  |  |  |
| MANAGER SUPERVISER/SIGNATURE: |  |  |  |