

Company Name: \_\_\_\_\_

# Time Sheet

Employee Name: \_\_\_\_\_

Pay Period Ending: \_\_\_\_\_

|             | Week 1  |          |          |          | Week 2   |         |          |          |          |          |
|-------------|---------|----------|----------|----------|----------|---------|----------|----------|----------|----------|
|             | Time In | Initials | Time Out | Initials | Subtotal | Time In | Initials | Time Out | Initials | Subtotal |
| Monday      |         |          |          |          |          |         |          |          |          |          |
| Tuesday     |         |          |          |          |          |         |          |          |          |          |
| Wednesday   |         |          |          |          |          |         |          |          |          |          |
| Thursday    |         |          |          |          |          |         |          |          |          |          |
| Friday      |         |          |          |          |          |         |          |          |          |          |
| Saturday    |         |          |          |          |          |         |          |          |          |          |
| Sunday      |         |          |          |          |          |         |          |          |          |          |
| Total Hours |         |          |          |          |          |         |          |          |          |          |