

*Employer Name*  
*Employer Street Address*  
*Employer City State Zip*  
*Employer Phone*

**WEEKLY TIMESHEET**

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

TIMESHEET From: \_\_\_\_\_/2006 To: \_\_\_\_\_/2006

Work Week	Date	Time In	Morning Break		Lunch Break		Afternoon Break		Time Out	Daily Total Hours
			Time Out	Time In	Time Out	Time In	Time Out	Time In		
	<b>EXAMPLE</b>									
Sunday	1-Jan									
Monday	2-Jan									
Tuesday	3-Jan									
Wednesday	4-Jan									
Thursday	5-Jan									
Friday	6-Jan									
Saturday	7-Jan									

Total Weekly Hours: \_\_\_\_\_ 0.00

Total Overtime Hours: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Employer Signature: \_\_\_\_\_

Total weekly hours are not to exceed 46 hours. Time worked over 46 hours must have prior written approval by the employer.