



WEEKLY TIMESHEET

EMPLOYEE (Please print)

CLIENT

SUPERVISOR (Please print)

SUPERVISOR'S SIGNATURE

WEEKTO.....

Time to the nearest 5 minutes. Clear, neat handwriting please.

	MON	TUE	WED	THU	FRI	SAT	SUN
IN							
OUT							
IN							
OUT							
IN							
OUT							
DAY TOTAL							
PROG TOTAL							

Please ensure that you record your lunch breaks by putting the time that you leave (out) and the time you return (in).

Please note this is a weekly timesheet. If multiple weeks need to be submitted please use separate timesheets for each week.

Is this the final timesheet for this project? YES / NO

OFFICE USE:

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