**Time Sheet**

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

Week of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| FRIDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY  | SAT  | SUN |
| IN | IN | IN | IN | IN | IN | IN |
| OUT | OUT | OUT | OUT | OUT | OUT | OUT |
| IN | IN | IN | IN | IN | IN | IN |
| OUT | OUT | OUT | OUT | OUT | OUT | OUT |
|  |  |  |  |  |  |  |

Total hours each day

Fri \_\_\_\_\_\_\_\_\_ Mon\_\_\_\_\_\_\_\_\_\_\_ Tues\_\_\_\_\_\_\_\_\_\_\_ Wed\_\_\_\_\_\_\_\_\_\_ Thurs\_\_\_\_\_\_\_\_\_\_\_

Total regular hours for the week Total overtime hours for the week Vacation Hours Holiday Hours

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paid Time Off Amount of any expenses

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Sheet for Generator Industries

Date Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Sheet to be filled out by employee

 Please complete, sign and date time sheet at the

 End of business day on Thursday and turn into mgmt