

# EMPLOYEE WEEKLY TIMESHEET



|             |  |
|-------------|--|
| Name:       |  |
| Company:    |  |
| Supervisor: |  |

| Date:        | Location | Start | Lunch | Finish | Hours | Signature |
|--------------|----------|-------|-------|--------|-------|-----------|
| Mon          |          |       |       |        |       |           |
| Tues         |          |       |       |        |       |           |
| Wed          |          |       |       |        |       |           |
| Thurs        |          |       |       |        |       |           |
| Fri          |          |       |       |        |       |           |
| Sat          |          |       |       |        |       |           |
| Sun          |          |       |       |        |       |           |
| Total Hours: |          |       |       |        |       |           |

SIGNED BY SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

Timesheets are the responsibility of the employee to return to head office, signed by the supervisor. Timesheets are to be signed by the supervisor daily.