

Employee No.:

Employee:

WEEKLY TIMESHEET

MANPOWER

RECORD OF HOURS WORKED

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
<i>Date</i>	____/____/____		____/____/____		____/____/____		____/____/____		____/____/____		____/____/____		____/____/____	
Time In		Total		Total		Total		Total		Total		Total		Total
Time Out														
Time In		Total		Total		Total		Total		Total		Total		Total
Time Out														
Time In		Total		Total		Total		Total		Total		Total		Total
Time Out														
Total														
Lead's Initials														
Lead's Initials														

COMMENTS OF UNEXCUSED OR EXCESS HOURS

HOURS TO BE PAID

REGULAR

OVERTIME

TOTAL

Employee Signature:

Date: