



EMPLOYEE WEEKLY TIME-SHEET

Time-sheets must be signed by Employee & Supervisor and submitted by 12:00pm (noon) every Friday

To submit, email to:
fit2leadinterns@miamidade.gov

Client Name	Miami-Dade County
Department Name	Parks, Recreation and Open Spaces
Division Name/Index Code	
Employee Name:	
Work Location:	
Week/Period Ending:	

Day	Date	Clock IN	Break START	Break END	Clock OUT	TOTAL HOURS
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total REGULAR Hours:						

Employee Signature _____

Supervisor Signature _____

By signing this time sheet, I certify that the above is an accurate reflection of all hours worked and not worked during the indicated time period.