Time Sheet

Employee Name	**Leonardo Velasco**	Signature	
Supervisor Name	**Jhonny Camacho**	Signature	
CEO	**Luis Padilla**	Signature	

WEEK: **May 7** **May 11**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
TIME IN	9:00 AM	9:00 AM	9:00 AM	8:51 AM	8:48 AM	
TIME OUT / LUNCH	12:00 PM	12:00 PM	1:04 PM	1:12 PM	1:12 PM	
TIME IN / LUNCH	1:00 PM	1:00 PM	1:57 PM	2:07 PM	2:05 PM	
TIME OUT	6:00 PM	6:00 PM	6:05 PM	6:02 PM	6:02 PM	
LUNCH	**1:00**	**1:00**	**0:53**	**0:55**	**0:53**	
PROJECT:						
Software Installation	7	8	8			
System programation				7	8	
Meetings	1			1		
VACATION						
HOLIDAY						
SICK LEAVE						
OVERTIME						
TOTAL	**8:00:00**	**8:00:00**	**8:00:00**	**8:00:00**	**8:00:00**	40:00:00

INSTRUCTIONS: Time Record should be completed in ink and corrections should be initialed by employee. For each day of the month (column) enter the number of hours worked on each project, G&A or leave. At the end of the reporting period sum each row and enter the sum in the "TOTALS" column. Enter the total number of hours worked in the reporting period at the bottom of the time record. Sign and date the time record, and give it to your supervisor.

*** ALL FULL TIME EMPLOYEES ARE REQUIRED TO TAKE 1 HOUR LUNCH.**
*** NO OVERTIME ALLOWED WHITHOUT PRE AUTHORIZATION FROM SUPERVISOR**