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| ContosoInnovation drives progress | TIME SHEET |
| 111st Avenue  Redmond, WA 67891  (201) 555-0101  (201) 555-0102 | Week of 5.08.XX — 5.14.xx |

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| --- | --- | --- | --- |
| Employee Name: | Michelle Wattz | Title: | Project Manager |
| Employee Number: | 2937663 | Status: | Full-time |
| Department: | Document Processing | Supervisor: | KD |

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| --- | --- | --- | --- | --- | --- |
| Date | Start Time | End Time | Regular Hours | Overtime Hours | Total Hours |
| 5-08-XX | 8:00 AM | 5:00 PM | 8.0 | 0.0 | 8.0 |
| 5-09-XX | 8:00 AM | 5:00 PM | 8.0 | 0.0 | 8.0 |
| 5-10-XX | 8:00 AM | 5:00 PM | 8.0 | 2.0 | 10.0 |
| 5-11-XX | 8:00 AM | 5:00 PM | 8.0 | 0.0 | 8.0 |
| 5-12-XX | 8:00 AM | 5:00 PM | 8.0 | 0.0 | 8.0 |
| 5-13-XX | N/A | N/A | 0.0 | 0.0 | 0.0 |
| 5-14-XX | N/A | N/A | 0.0 | 0.0 | 0.0 |
| Weekly Totals |  |  | 40.0 | 2.0 | 42.00 |

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|  |  |
| Employee signature: | Date: 5-14-XX |
| Supervisor signature: | Date: 5-15-XX |