**Weekly Time Sheet**

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| --- |
| Employee Name: |
| Supervisor: |
| Pay Period: |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date | In Time | Out Time Lunch | In Time  Lunch | Out  Time | Regular  Work Hours | Sick Hours | Vacation  Hours | Overtime  Hours | Other  Hours | **Total**  **Hours** |
| Monday |  |  |  |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |  |  |  |
| **TOTALS** |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Signature: | |  |  | | --- | --- | | **Other Hours Codes** | | | P | Personal | | H | Holiday | | JD | Jury Duty | | LOA | Leave of Absence | | B | Bereavement | | M | Military | | NC | No Call/No Show | | T | Tardy | | N | No Work | |
| Date: |
| Manager Signature: |
| Date: |
|  |
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