

Pathfinders Time Sheet

Employee Name:

Worksite:

Supervisor Name:

Week Starting:

ONLY USE THIS IF YOU'VE WORKED MORE
THAN 5 CONSECUTIVE HOURS

Date	Day	Time In	Time Out LUNCH	Time In LUNCH	Time Out	Total Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

STOP...have you deducted lunch?

If you worked more than 5 hours in
one day, deduct 30 minutes

Total Hours
*Round to the
nearest
quarter hour*

Employee Signature:

DOUBLE CHECK YOUR CALCULATIONS

Supervisor Signature:

<https://www.calculator.net/time-duration-calculator.html>