**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**

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

**Time In**

**LUNCH Time Out Total Hours**

**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 https://www.calculator.net/time-duration-calculator.html**

**Supervisor Signature:**