



TIME SHEET

Date Submitted: ___ / ___ / ___
 NAME: _____
 Period Beginning: ___ / ___ / ___
 Period Ending: ___ / ___ / ___

WEEK 1

<u>Day of Week</u>	<u>Client</u>	<u>Hrs. Wk.</u>
___ Sun	_____	_____
___ Mon	_____	_____
___ Tue	_____	_____
___ Wed	_____	_____
___ Thr	_____	_____
___ Fri	_____	_____
___ Sat	_____	_____
	Total Hrs.	_____

OFFICIAL USE ONLY

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

Reg. Hrs. _____ OT Hrs. _____

NOTES:

WEEK 2

<u>Day of Week</u>	<u>Client</u>	<u>Hrs. Wk.</u>
___ Sun	_____	_____
___ Mon	_____	_____
___ Tue	_____	_____
___ Wed	_____	_____
___ Thr	_____	_____
___ Fri	_____	_____
___ Sat	_____	_____
	Total Hrs.	_____

OFFICIAL USE ONLY

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

OK CHANGE TO _____

Reg. Hrs. _____ OT Hrs. _____

NOTES:

I certify that the information I entered on this document are true and accurate. By virtue of transferring this document electronically I confirm my signature.

OFFICIAL USE ONLY RH _____ OT _____
 HP _____ BD _____