Weekly Time Sheet

Name: _____   Discipline: _____

Community: _____   Week Ending (Saturday's Date): _____

Note: Please use 1 time sheet per facility per week

Date	Time In	Time Out	Break/Lunch	Total Hours Worked
Sunday: ___/___/___				
Monday: ___/___/___				
Tuesday: ___/___/___				
Wednesday: ___/___/___				
Thursday: ___/___/___				
Friday: ___/___/___				
Saturday: ___/___/___				

Total hours for the week: _____

By signing this time sheet, I certify the hours worked below are correct and true.

_____   _____

Employee Signature   Administrator Signature

_____   _____

Date   Date