

# TIMESHEET



**Employee Name:** \_\_\_\_\_  
**Month:** \_\_\_\_\_  
**Pay Period:** \_\_\_\_\_  
**Pay Date:** \_\_\_\_\_

DAY	FACILITY	TIME IN	LUNCH	TIME OUT	ADMIN TIME	TOTAL HOURS
8th						
9th						
10th						
11th						
12th						
13th						
14th						
15th						
16th						
17th						
18th						
19th						
20th						
21st						
22nd						

<b>HOURS WORKED</b>	
<b>PTO HOURS</b>	
<b>HOLIDAY HOURS</b>	
<b>TOTAL HOURS</b>	