

TIMESHEET



Employee Name: _____
 Month: _____
 Pay Period: _____
 Pay Date: _____

DAY	FACILITY	TIME IN	LUNCH	TIME OUT	ADMIN TIME	TOTAL HOURS
23rd						
24th						
25th						
26th						
27th						
28th						
29th						
30th						
31st						
1st						
2nd						
3rd						
4th						
5th						
6th						
7th						

HOURS WORKED	
PTO HOURS	
HOLIDAY HOURS	
TOTAL HOURS	