

Employee Name _____

Supervisors Name _____

PERIOD FROM: _____

| WEEK # 1 | TIME IN | TIME OUT | LUNCH | TOTAL | COMMENTS |
|-----------|------------------|----------|-------|-------|----------|
| MONDAY | | | | | |
| TUESDAY | | | | | |
| WEDNESDAY | | | | | |
| THURSDAY | | | | | |
| FRIDAY | | | | | |
| SATURDAY | | | | | |
| SUNDAY | Weekly Total Reg | | | | |
| | Weekly Total OT | | | | |

| WEEK # 2 | TIME IN | TIME OUT | LUNCH | TOTAL | COMMENTS |
|-----------|------------------|----------|-------|-------|----------|
| MONDAY | | | | | |
| TUESDAY | | | | | |
| WEDNESDAY | | | | | |
| THURSDAY | | | | | |
| FRIDAY | | | | | |
| SATURDAY | | | | | |
| SUNDAY | Weekly Total Reg | | | | |
| | Weekly Total OT | | | | |

| | | | | |
|-------------------|---------------|----------|-----------|-------------|
| Bi-Weekly Totals: | | | | |
| | Regular Hours | OT Hours | Vac Hours | Other Hours |

Employee Signature _____ Date _____