

Time Sheet

Employee name _____

Employee # _____

Department name _____

Department # _____

Date	Start time	Start lunch	End lunch	End time	Total hours
Weekly Total					

Absence Codes:

A	Unpaid absence	H	Holiday	P	Personal day	S	Sick day	V	Vacation
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Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

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