Weekly Time Sheet

|  |  |
| --- | --- |
| **NAME OF EMPLOYEE** | **FOR WEEK ENDING** |
| **DEPARTMENT** | **EXCEPTIONS** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DAY OF WEEK** | **MORNING** | | **AFTERNOON** | | **OVERTIME** | | **FOR OFFICIAL USE ONLY** | |
| **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **REGULAR HOURS** | **OVERTIME HOURS** |
| **MONDAY** |  |  |  |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |  |  |  |
| **SATURDAY** |  |  |  |  |  |  |  |  |
| **SUNDAY** |  |  |  |  |  |  |  |  |
| **TOTAL HOURS** |  |  |  |  |  |  |  |  |

NO PERSON PERMITTED TO WORK OVERTIME WITHOUT SPECIAL AUTHORIZATION! THIS TIME SHEET MOST BE PERSONALLY FILLED OUT AND SIGNED BY EMPLOYEE

AUTHORIZATION OF OVERTIME EMPLOYEE SIGNATURE

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