

WORK TIME SHEET

EMPLOYEE NAME: _____ PHONE NO. : _____

Date	WORK DESCRIPTION	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	SUPERVISOR ONLY SIGNATURE	EMPLOYEE INITIALS	CHECKED

TOTAL OF HOURS WORKED = _____

WORKERS SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

TIMESHEET MUST BE SIGNED, INITIALED, AND APPROVED BY SUPERVISOR EVERYDAY. SUBMISSION IS A PREREQUISITE FOR PAYMENT. NON-COMPLIANCE WILL RESULT IN DELAYED PAYMENT.

PAYCHECK WILL BE DISTRIBUTED BY YOUR EMPLOYER / CONTRACTOR / SUBCONTRACTOR