EMPLOYEE TIMESHEET

Name	Emp #
Position	Department

Years of Service: ______ Vacation Hours Accrued: ______

Pay Period

From To

	Sa	Su	Μ	Т	W	Th	F	Sa	Su	М	Т	W	Th	F	HOURS
Project Hours (List Project Name): Task															
Misselleneeus Nee billeble Lleure (Ouerbeed))															
Miscellaneous Non-billable Hours (Overhead):															
Holiday Hours Personal Time Off (PTO)															
Jury Duty (Unpaid)															
Bereavement															
Other (List)															
Total Regular Hours															
Daily Overtime Hours (Over 8 hrs)															
	Weekly Overtime Hours (Over 40 hrs)					Weekly Overtime Hours Overtime Hours to be Paid									
									0	vertim	e Hour	s to be	Paid		
Approved By					Emplo	yee Si	gnatur	e							

Supervisor Name

Notes and Remarks: