

Employee Name:

Month:

Supervisor Name:

Rate Per Hour:

Week Starting	Hours Worked	Total Pay
TOTAL		

Weekly Breakdown

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					

	Saturday					
	Sunday					

Total Hours (1st Week)

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Total Hours (2nd Week)

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Total Hours (3rd Week)

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Total Hours (4th Week)

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Total Hours (5th Week)

Employee Signature: _____

Supervisor Signature: _____

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Time Doctor Construction Company

Employee Name: John Doe

Month: December 2020

Supervisor Name: Jane Doe

Rate Per Hour: \$18.00

Week Starting	Hours Worked	Total Pay
11/30/2020	33:32	\$603.60
12/7/2020	34:30	\$621.00
12/14/2020	35:00	\$630.00
12/21/2020	40:00	\$720.00
12/28/2020	5:00	\$90.00
TOTAL	148:02	\$2,664.60

Weekly Breakdown

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
11/30/2020	Monday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
12/1/2020	Tuesday	8:30 AM	10:45 AM	1:00 PM	5:00 PM	6:15
12/2/2020	Wednesday	8:00 AM	11:00 AM	1:23 PM	5:00 PM	6:37
12/3/2020	Thursday	8:00 AM	11:00 AM	1:10 PM	5:00 PM	6:50
12/4/2020	Friday	8:10 AM	11:00 AM	1:00 PM	5:00 PM	6:50

12/5/2020	Saturday					0:00
12/6/2020	Sunday					0:00

Total Hours (1st Week) **33:32**

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
12/7/2020	Monday	8:00 AM	11:00 AM	1:00 PM	3:00 PM	5:00
12/8/2020	Tuesday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
12/9/2020	Wednesday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
12/10/2020	Thursday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
12/11/2020	Friday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
12/12/2020	Saturday	9:00 AM	10:30 AM			1:30
12/13/2020	Sunday					0:00

Total Hours (2nd Week) **34:30**

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
12/14/2020	Monday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
12/15/2020	Tuesday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
12/16/2020	Wednesday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
12/17/2020	Thursday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
12/18/2020	Friday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
12/19/2020	Saturday					0:00
12/20/2020	Sunday					0:00

Total Hours (3rd Week) **35:00**

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
12/21/2020	Monday	8:00 AM	11:00 AM	1:00 PM	6:00 PM	8:00
12/22/2020	Tuesday	8:00 AM	11:00 AM	1:00 PM	6:00 PM	8:00
12/23/2020	Wednesday	8:00 AM	11:00 AM	1:00 PM	6:00 PM	8:00
12/24/2020	Thursday	8:00 AM	11:00 AM	1:00 PM	6:00 PM	8:00
12/25/2020	Friday	8:00 AM	11:00 AM	1:00 PM	6:00 PM	8:00
12/26/2020	Saturday					0:00
12/27/2020	Sunday					0:00

Total Hours (4th Week) **40:00**

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
12/28/2020	Monday	8:00 AM	11:00 AM	1:00 PM	3:00 PM	5:00
12/29/2020	Tuesday					0:00
12/30/2020	Wednesday					0:00
12/31/2020	Thursday					0:00
1/1/2021	Friday					0:00
1/2/2021	Saturday					0:00
1/3/2021	Sunday					0:00

Total Hours (5th Week) **5:00**

Employee Signature: _____

Supervisor Signature: _____

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