

Employee Name:
Supervisor Name:

Month:
Rate Per Hour:

Week Starting	Hours Worked	Total Pay
TOTAL		

**Weekly
Breakdown**

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours

Total Hours (1st Week)

Total Hours (4th Week)

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours

Total Hours (5th Week)

Employee Signature:
Supervisor Signature: