Employee Name:	Month:	
	Rate Per	
Manager Name:	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)

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

Total Hours (2nd Week)

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

Total Hours (3rd Week)

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

Total Hours (4th Week)

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

Total Hours

		(5th Week)
Employee Signature: Manager Signature:		

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