

WEEKLY TIMESHEET

NAME OF EMPLOYEE:

Mark Morgan

WEEK ENDING:

PROJECT ACTIVITY:

pump

DEPARTMENT:

DAY OF THE WEEK:	MORNING		AFTERNOON		OVERTIME		OFFICE USE ONLY	
	IN e.g. 6.15 am	OUT e.g. 11.20 pm	IN e.g. 12.35 pm	OUT e.g. 4.45 pm	IN e.g. 5.00 pm	OUT e.g. 7.30 pm	REGULAR HOURS	OVERTIME HOURS
MONDAY	<i>8:00 am</i>	<i>10:00 am</i>	<i>10:30 am</i>	<i>12:00 pm</i>	<i>12:30 pm</i>	<i>3:30 pm</i>		
TUESDAY	<i>8:00 am</i>	<i>10:00 am</i>	<i>10:30 am</i>	<i>12:00 pm</i>	<i>12:30 pm</i>	<i>3:15 pm</i>		
WEDNESDAY	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>		
THURSDAY	<i>8:00 am</i>	<i>10:00</i>	<i>10:40 am</i>	<i>12:00 pm</i>	<i>12:40 pm</i>	<i>3:30 pm</i>		
FRIDAY	<i>8:00 am</i>	<i>9:30</i>	<i>9:50</i>	<i>11:50 am</i>	<i>12:35 pm</i>	<i>3:00 pm</i>		
SATURDAY								
SUNDAY								
TOTAL HOURS:								

THIS TIMESHEET MUST BE PERSONALLY FILLED OUT AND SIGNED BY THE EMPLOYEE

EMPLOYEE SIGNATURE:

Mark Morgan

DATE: