YOUR COMPANY NAME

PAYROLL TIME SHEET

EMPLOYEE SIGNATURE

TIME	SUN	MON	TUE	WED	THU	FRI	SAT		TOTALS		TIME	SUN	MON	TUE	WED	THU	FRI	SAT		TOTALS
			THRU											THRU						
	STARTING DATE			PERIOD ENDING								STARTING DATE			PERIOD ENDING					
IN									REG HRS		IN									REG HRS
OUT											OUT									
IN									O.T. HRS		IN									O.T. HRS
OUT											OUT									
HRS.											HRS.									
			THRU											THRU						
	STARTING DATE			PERIOD ENDING								STARTING DATE			PERIOD ENDING					
IN									REG HRS		IN									REG HRS
OUT											OUT									
IN									O.T. HRS		IN									O.T. HRS
OUT											OUT									
HRS.											HRS.									
												APPROVED								