



Timesheet (Site)

Employee:		Week End:	Sunday ___ / ___ / ___
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Ensure "Comments" section is completed to notify any hours outside a standard work day. Inc: Sick day, Night shift, Wet day

Day	Date	Site	Start Time	Finish Time	Hours Worked	Comments
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
Total Hours Worked						

It is the responsibility of each employee to ensure the timesheets is signed by both the Employee and Supervisor.
Timesheets not completed in full and signed by both parties will not be processed by Payroll.

Supervisor Signature:		Employee Signature:	
Client Name:		Client Signature:	