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| **TIME SHEET** | | | |
| **Weekly Work Report**  **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Week Ending\_\_\_\_\_\_** | | | |
| **Day** | **In Time** | **Out Time** | **Daily Total** |
| Saturday |  |  |  |
| Sunday |  |  |  |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |

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| **Total Hours Worked:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Employee's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ***I certify that the above hours are correct.)*** |
| **Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ***Important****: Return card to Agency by Monday of the following week*  *\*Your employee ID # must be on your time card. \*PRINT your FULL name*  *\*The week ending date would be the same Friday that you receive a paycheck for the prior work weeks.*  *\*Total your daily hours, then grand total the bottom.*  *\*Sign the bottom of the card to authorize that the times that are entered are times that you did work*  *\*Your supervisor at the placement company MUST sign at the bottom of the card to authorize the payment for you.* |