Weekly time record

Address: Address2: City, State, Zi _l Week ending				Employee: Manager: Employee phone Employee e-mail:		
Day		Regular Hours	Overtime	Sick	Vacation	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
	Total hours					
	Rate per hour					
	Total pay					
		Employee signature				Date
		Manager signature	<u> </u>		<u> </u>	Date