

Retail Merchandising and Product Development

Weekly Work Log and Time Sheet

Employee Name: _____

Week ____ From Date: _____ To Date: _____

Employee Signature: _____

Supervisor's Initials: _____

Total Weekly Hours: _____

<i>Detailed description of work responsibilities performed, i.e. course name and professor if applicable</i>		
Monday	In:	
	Out:	
	In:	
	Out:	
	In:	
	Out:	
TOTAL HOURS:		
<i>Detailed description of work responsibilities performed, i.e. course name and professor if applicable</i>		
Tuesday	In:	
	Out:	
	In:	
	Out:	
	In:	
	Out:	
TOTAL HOURS:		
<i>Detailed description of work responsibilities performed, i.e. course name and professor if applicable</i>		
Wednesday	In:	
	Out:	
	In:	
	Out:	
	In:	
	Out:	
TOTAL HOURS:		
<i>Detailed description of work responsibilities performed, i.e. course name and professor if applicable</i>		
Thursday	In:	
	Out:	
	In:	
	Out:	
	In:	
	Out:	
TOTAL HOURS:		
<i>Detailed description of work responsibilities performed, i.e. course name and professor if applicable</i>		
Friday	In:	
	Out:	
	In:	
	Out:	
	In:	
	Out:	
TOTAL HOURS:		