

# Time Sheet



**Client Name** \_\_\_\_\_  
 Employee's Name \_\_\_\_\_  
 Manager's Name \_\_\_\_\_

For the Period \_\_\_\_\_ - \_\_\_\_\_

Week Ending	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	Notes

**Total Hours**

**Entered By** \_\_\_\_\_ (Consultant's signature certifies that this timesheet is a true and accurate summary of hours worked.)

**Date:** \_\_\_\_\_

**Approved By** \_\_\_\_\_ (Manager's signature certifies that the Manager is authorized to approve the consultant's timesheet.)

**Date:** \_\_\_\_\_