



Weekly Time Sheet

Employee:

| | Monday Date: | Tuesday Date: | Wednesday Date: | Thursday Date: | Friday Date: |
|-----------------|--------------|---------------|-----------------|----------------|--------------|
| Start Time | | | | | |
| Stop Time | | | | | |
| Sub Total Hours | | | | | |
| Lunch Time | | | | | |
| PTO Time Used | | | | | |
| Total Hours | | | | | |



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