



TIME SHEET EXAMPLE

(reviewed June 2011)



TIME SHEET								
Name			Payroll No.		Dept		Week Starting	
Day/ Date	Normal hours			Overtime				Total Hours
	In	Out	Hours	In	Out	Time + ½	Time x 2	
Mon								
Tues								
Weds								
Thurs								
Fri								
Sat								
Sun								
Totals								