

Company Name

Street Address
City, State Zip
Phone Number
e-mail/web address

WEEKLY TIME SHEET

WEEK ENDING: February 8, 2005

Employee Name: _____ Title: _____

I.D. No: _____ Status (Temporary, non-exempt): _____

Department: _____ Supervisor: _____

DATE	START TIME	END TIME	REGULAR HRS.	OVERTIME HRS.	TOTAL HRS.
					0
					0
					0
					0
					0
					0
					0
WEEKLY TOTALS			0	0	

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Note: You will after entering the hours and rate you will need to right-click once on the number in the "amount" column and click on "update field" to automatically calculate the total. Delete these sentences in Red from this form after you understand how to "update field" to get the totals.