 **Time Sheet**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Shift Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| **Day of the week** | **Date** | **Start Time** | **End Time** | **Regular Hrs** | **Overtime Hrs** | **Total Hrs** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  | | | Total hrs |  |  |  |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_