



FULL TIME EXTRA HOURS TIMESHEET

NAME: _____ PERIOD WORKED: _____

ID #: _____ DEPT#/NAME: _____

INSTRUCTIONS:

1. Enter the date you worked extra hours to right of the appropriate day of the week.
2. Use one time sheet per pay period.

DAY	DATE	TIME STARTED	TIME ENDED	TOTAL HOURS	Worked 5 full days this week: Yes <input type="checkbox"/> No <input type="checkbox"/> I only worked ___ days this week.
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					

TOTAL EXTRA HOURS WORKED THIS WEEK _____

DAY	DATE	TIME STARTED	TIME ENDED	TOTAL HOURS	Worked 5 full days this week: Yes <input type="checkbox"/> No <input type="checkbox"/> I only worked ___ days this week.
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					

TOTAL EXTRA HOURS WORKED THIS WEEK _____

DAY	DATE	TIME STARTED	TIME ENDED	TOTAL HOURS	Worked 5 full days this week: Yes <input type="checkbox"/> No <input type="checkbox"/> I only worked ___ days this week.
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					

TOTAL EXTRA HOURS WORKED THIS WEEK _____

GRAND TOTAL OF EXTRA HOURS WORKED: _____

I certify that the above is a true representation of the days and hours worked by the above named employee

EMPLOYEE _____

SUPERVISOR _____