# TIME SHEET

(For hourly/non-exempt personnel)

| | DATE | IN/OUT | IN/OUT | TOTAL HOURS |
|---|---|---|---|---|
| **Mon** | | | | |
| | | | | |
| **Tues** | | | | |
| | | | | |
| **Wed** | | | | |
| | | | | |
| **Thurs** | | | | |
| | | | | |
| **Fri** | | | | |
| | | | | |
| **Sat** | | | | |
| | | | | |
| **Sun** | | | | |

Total hours this week:_____

Name:_____ Approved:_____

Supervisor/Dept Head

**Please check:**

***Have you totaled your hours?**

***Have you entered time out and time in for lunch?**

***Have you signed your time sheet?**

***7/2006***