

Employee Time Record

Employee Name: _____

Payroll Period Beginning: _____

Day	Date	Time In	Time Out	Time In	Time Out	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total Hours Worked: _____

Employee Signature

Date

Dept. Head/Director Signature

Date