

Name: _____

SIGNON WEEKLY TIMESHEET

Week of: _____

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
6:30 AM							
6:45 AM							
7:00 AM							
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10:00 PM							

Shift Time

#HOURS (S1/S2)

**Shift 2 Begins

						WEEK TOTAL (S1/S2)	
						GRAND TOTAL	

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

OT Approved?

Yes

No

Timesheet Key:

Admin - AD Training - PD
 PTO- Paid Time Off
 LWOP - Leave w/o Pay

Down Time - DT
 Travel - TT

Job# /VRS / VRI#