

# TIME SHEET — REPORT OF HOURS WORKED

Name: \_\_\_\_\_ Position: \_\_\_\_\_

The workweek for payroll purposes begins at \_\_\_\_\_ on \_\_\_\_\_  
 and ends at \_\_\_\_\_ on \_\_\_\_\_

Number of Required Hours: \_\_\_\_\_ (From Paragraph 3 of On-Site Employee Agreement)

Day of the Week	Date	Hours Worked	Description of Work Performed
Total Hours Worked for the Week			

**CERTIFICATION:** I certify that during this payroll period my timecard is a true, accurate and complete record of my working time that I have been provided all meal and break periods to which I am entitled and that I have not worked any overtime other than the overtime shown on this time card.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Approved



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