

Name _____

TIME SHEET

Week of _____

Mon.	Tues.	Wed.	Thur.	Fri.	Total
_____	_____	_____	_____	_____	
_____	_____				

1. Record your time in hours and fractions of hours each day of the week.
2. Record all other hours as follows:

Sick	S	Conference . . .	C
Holiday . . .	H	Mission Trip . . .	M
Vacation . .	V		
3. Turn this sheet in to the office each Friday or Monday.

Remarks:

Forms.Timesheet.doc 6/17/09

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