|  |  |
| --- | --- |
| Total Regular Hours |        |
| Total Overtime Hours |        |
| Vacation Time |        |
| Sick Time |        |
| Total |        |



Breath Of life Preparatory Academy

EMPLOYEE TIME SHEET

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Day | Start Time | Lunch Out | Lunch In | Other Out | Other In | End Time | Approved Overtime | Total |
|        | Monday |        |        |        |        |        |        |        |        |
|        | Tuesday |        |        |        |        |        |        |        |        |
|        | Wednesday |        |        |        |        |        |        |        |        |
|        | Thursday |        |        |        |        |        |        |        |        |
|        | Friday |        |        |        |        |        |        |        |        |
|        | Saturday |        |        |        |        |        |        |        |        |
|        | Sunday |        |        |        |        |        |        |        |        |
|   |   |   |   |   |   |   |   |   |   |

Week Ending Sunday:

Employee Name:

Supervisor Signature:

Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature