|  |  |
| --- | --- |
| 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