

TIME SHEET

WEEK ONE Semana1		Date: From		To:		HWKS ID Employee		Payroll Ck Date	
DATE FECHA	DAY DIA	OFFICE Name (LOCATION) Nombre de OFICINA/ Lugar	IN Entrada	LUNCH OUT SALIDA A LUNCH	LUNCH IN Regreso de Lunch	Out Salida	TOTAL HRS TOTAL DE HRS	SIGNATURE EMPLOYEE	SIGNATURE MANAGER/SUPERVISER
Ejemplo		CORP	9:00	12pm	1pm	18:00	8		
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
TOTAL Weekly									

WEEK TWO Semana2		Date: From		To:		HWKS ID Employee		Payroll Ck Date	
DATE FECHA	DAY DIA	OFFICE Name (LOCATION) Nombre de OFICINA/ Lugar	IN Entrada	LUNCH OUT SALIDA A LUNCH	LUNCH IN Regreso de Lunch	Out Salida	TOTAL HRS TOTAL DE HRS	SIGNATURE EMPLOYEE	SIGNATURE FIRMA
Ejemplo		CORP		12pm	1pm		8		
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
TOTAL Weekly									

Print Employee Name

Signature Employee

Hwks Id Employee (3Letters)

Signature Supervisor/Manager

Print Supervisor/Manager Name