



EMPLOYEE WEEKLY TIME SHEET

Name:

Week Ending Date:

Supervisor:

Reimbursement:

Attached to this timesheet, with a project number for each charged item. The original receipt must be attached and pre-approved by your supervisor. It is your responsibility to keep a current mailing address on file. Stop payment fee will be charged for any checks re-issued.

MONDAY Date: Enter all your hours in an HH:MM AM/PM format. Approval:

JOB NUMBER	COST CODE	IN	LUNCH OUT	LUNCH IN	OUT	HRS.	DESCRIPTION	
REG:							OVERTIME:	

TRUE LINE RAILING

COST CODES:	
5.520	Handrails and Railings
6.127	Pre Fab Decking
8.800	Glazing

TUESDAY Date: Enter all your hours in an HH:MM AM/PM format. Approval:

JOB NUMBER	COST CODE	IN	LUNCH OUT	LUNCH IN	OUT	HRS.	DESCRIPTION	
REG:							OVERTIME:	

WEDNESDAY Date: Enter all your hours in an HH:MM AM/PM format. Approval:

JOB NUMBER	COST CODE	IN	LUNCH OUT	LUNCH IN	OUT	HRS.	DESCRIPTION	
REG:							OVERTIME:	

THURSDAY Date: Enter all your hours in an HH:MM AM/PM format. Approval:

JOB NUMBER	COST CODE	IN	LUNCH OUT	LUNCH IN	OUT	HRS.	DESCRIPTION	
REG:							OVERTIME:	

FRIDAY Date: Enter all your hours in an HH:MM AM/PM format. Approval:

JOB NUMBER	COST CODE	IN	LUNCH OUT	LUNCH IN	OUT	HRS.	DESCRIPTION	
REG:							OVERTIME:	

SATURDAY Date: Enter all your hours in an HH:MM AM/PM format. Approval:

JOB NUMBER	COST CODE	IN	LUNCH OUT	LUNCH IN	OUT	HRS.	DESCRIPTION	
REG:							OVERTIME:	

SUNDAY Date: Enter all your hours in an HH:MM AM/PM format. Approval:

JOB NUMBER	COST CODE	IN	LUNCH OUT	LUNCH IN	OUT	HRS.	DESCRIPTION	
REG:							OVERTIME:	

TOTAL WEEKLY HOURS REG: OVERTIME: