RL Baxter - Office Staff Time Sheet

Name: **Week Ending:** (Sunday)

Notes:

» Indicate Time IN/OUT & Lunch IN/OUT

» No overtime without prior approval

» Mandatory 30 minute lunch for hourly employees

Time IN									
Lunch OUT									
Lunch IN									
Time OUT									
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Project	Work Description	CC	Mon	Tues	Wed	Th	Fri	Sat	Sun	Project Totals
Estimating / Sales										
Unbillable										
HOLIDAY										
Time Off - Paid										
Time Off - Unpaid										
		Daily Totals								