Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMPLID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day | Date | In | Out | In | Out | Total Hours |
| **Saturday** |  |  |  |  |  |  |
| AM/PM (circle one) | AM/PM (circle one) | AM/PM (circle one) | AM/PM (circle one) |  |
| **Sunday** |  |  |  |  |  |  |
| AM/PM (circle one) | AM/PM (circle one) | AM/PM (circle one) | AM/PM (circle one) |
| **Monday** |  |  |  |  |  |  |
| AM/PM (circle one) | AM/PM (circle one) | AM/PM (circle one) | AM/PM (circle one) |
| **Tuesday** |  |  |  |  |  |  |
| AM/PM (circle one) | AM/PM (circle one) | AM/PM (circle one) | AM/PM (circle one) |
| **Wednesday** |  |  |  |  |  |  |
| AM/PM (circle one) | AM/PM (circle one) | AM/PM (circle one) | AM/PM (circle one) |
| **Thursday** |  |  |  |  |  |  |
| AM/PM (circle one) | AM/PM (circle one) | AM/PM (circle one) | AM/PM (circle one) |
| **Friday** |  |  |  |  |  |  |
| AM/PM (circle one) | AM/PM (circle one) | AM/PM (circle one) | AM/PM (circle one) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature/Date Supervisor Signature/Date

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Project ID/Phase