

EXEMPT PAYROLL TIMESHEET

EMPLOYEE NAME
PLEASE PRINT

FIRST NAME

LAST NAME

WEEK ENDING

	IN	LUNCH START	LUNCH END	OUT	REG	PTO		OTH	SITE / LOCATION (IF REQUIRED)	* EXPLAIN BELOW
SUN							<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled			
MON							<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled			
TUE							<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled			
WED							<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled			
THU							<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled			
FRI							<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled			
SAT							<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled			
				TOTALS						TOTAL HRS

WEEK ENDING

	IN	LUNCH START	LUNCH END	OUT	REG	PTO		OTH	SITE / LOCATION (IF REQUIRED)	* EXPLAIN BELOW
SUN							<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled			
MON							<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled			
TUE							<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled			
WED							<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled			
THU							<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled			
FRI							<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled			
SAT							<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled			
				TOTALS						TOTAL HRS

TOTAL HRS

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

PLEASE SIGN DOCUMENT WITH LEGAL NAME