



# Weekly Time Sheet

Kamran's Phone: 858-229-5858  
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Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

- Company
- Personal

## Time Sheets Due by 12 Noon Every Monday

Payroll runs on odd weeks Bi-weekly for the previous two work weeks  
 Over time is not authorized unless otherwise approved ahead of time.  
 Mileage starts from your 1st account and ends at your last accounts. Please be accurate.

**Please round to the closest 15 minutes >>> 15min=.25 | 30min=.50 | 45min=.75**

Date	Location Route	Day	Start Time	End Time	Total Hrs	Less Lunch	Total Hours Worked	Mileage	Reimbursements
		Mon							
		Tues							
		Wed							
		Thur							
		Fri							
		Sat							
		Sun							
<b>Total</b>									
							<b>Total Hours Worked</b>	<b>Mileage</b>	<b>Reimbursements</b>

For Office Use Only		
Hours Verified	Mileage Verified	Reimbursement Verified

Employee certifies the above hours are accurate and reflect actual hours worked.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_