



Weekly Timesheet

PLEASE EMAIL BY MONDAY, 9AM
ADMIN@STAUGJOBS.COM

Week Starting Date: _____ Week Ending Date: _____

Employee Name: _____ Client Name: _____

Day	AM		PM		TOTAL HOURS	
	IN	OUT	IN	OUT	REGULAR	OVERTIME
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Hours						

I, the undersigned, certify that this is a true and accurate record of my working time for the period mentioned above.

Employee's Signature: _____

Supervisor's Signature: _____