



LEOPARD PRIVATE SECURITY

Officer Timesheet
Office@LeopardPrivateSecurity.com

**LEOPARD
PRIVATE SECURITY**

Employee Name: _____

Location: _____

Pay Period: _____

	Date	Time In(start shift)	Lunch out	Lunch in	Time Out (end of shift)	Hours	Location	O.T Office use Only	D.T Office use Only
	Saturday								
	Sunday								
	Monday								
	Tuesday								
	Wednesday								
	Thursday								
	Friday								

Total Hours
Week 1

	Date	Time In(start shift)	Lunch out	Lunch in	Time Out (end of shift)	Hours	Location	O.T Office use Only	D.T Office use Only
	Saturday								
	Sunday								
	Monday								
	Tuesday								
	Wednesday								
	Thursday								
	Friday								

Total Hours
Week 2

I hereby certify that this timesheet truthfully and accurately reports the hours that i worked, and that all overtime hours have been accurately reported. i further certify that i was provided, and actually took all of my meal and rest periods for every day worked during this pay period. Further , i hereby affirm that i did not sustain any known on the job illness and or injury during the course of the last pay period.

Signature: _____

Date: _____