



TIME SHEET

Week Ending _____

Office/Classroom Site		<u>Monday</u> /	<u>Tuesday</u> /	<u>Wednesday</u> /	<u>Thursday</u> /	<u>Friday</u> /	<u>Saturday</u> /	<u>Sunday</u> /
	In							
	Out							
	In							
	Out							
DAILY TOTALS								
Total Hours								

Print Name _____

Signature _____

Date _____

Notes:

Must be emailed to info@vitaltalent.agency by 8 am Monday morning for payroll