

Weekly Timesheet

Name:



NeedATech.org
Community employment sourcing and support

Week ending:

Job/PO:

Day	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL REG HRS	TOTAL OVERTIME	SUPERVISOR INITIAL & SITE WORKED
SUN							
MON							
TUE							
WED							
THU							
FRI							
SAT							

HRS TOTAL

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SUPERVISOR READ BEFORE SIGNING

1. By signing this you agree that all hours are correct.
2. Please initial any corrections made on this timecard.
3. Overtime is any hours over 40 in a week or 8 in a day.
4. There is a (4) hour minimum workday required.

X

Supervisor signature

Date

EMPLOYEE READ BEFORE SIGNING

1. By signing this you agree that all hours are correct.
2. NeedATech is not responsible for any mail delays.
3. All timecards **must be turned in** by noon Tuesday for timely processing.
4. **A lunch break must be taken and recorded if you work at least 6 hours in a day.**
5. The cut-off work day is Saturday.

X

Employee signature

Date