

Weekly Employee Time Sheet

Employee Name: _____ Sponsor Name: _____

Date	Day	Start	Lunch Break	Finish	Total Hours
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
Total Hours Worked					
<p><i>By signing this time sheet, I certify the hours worked above are correct and true.</i></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>_____</p> <p><i>Employee Signature</i></p> </div> <div style="width: 45%;"> <p>_____</p> <p><i>Supervisor Signature</i></p> </div> </div>					

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Note: (a) CEEP employees can work a **maximum** of 40 hours per week; (b) lunch break is unpaid.