

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					
<i>By signing this time sheet, I certify the hours worked above are correct and true.</i>					
Employee Signature _____			Supervisor Signature _____		

Date	Day	Start	Lunch Break	Finish	Total Hours
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
Total Hours Worked					
<i>By signing this time sheet, I certify the hours worked above are correct and true.</i>					
Employee Signature _____			Supervisor Signature _____		

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Total Hours Worked					
<i>By signing this time sheet, I certify the hours worked above are correct and true.</i>					
Employee Signature _____			Supervisor Signature _____		

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