



Please email your time sheet to:

mindy@theabundantworkforce.com

Any questions? Call Mindy James @ 918-688-5445

TIME SHEETS ARE DUE BY MIDNIGHT ON SUNDAY IN ORDER TO BE PAID ON TIME

Employee Name: _____

Facility & Department : _____

Date	Day	Start Time	End Time	Break	Total
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
		Weekly Totals			

YOUR signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Time sheet may be signed by Supervisor OR Employee of Facility where working

NOTES FOR ANY DEVIATION FROM CONFIRMED SCHEDULE (THIS MUST BE SIGNED OFF ON BY SUPERVISOR/EMPLOYEE OF FACILITY)