

RANGER COLLEGE – TIMESHEET



Employee: _____

Supervisor: _____

Week 1	Date	IN	OUT	IN	OUT	Daily Total	Weekly Totals
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Week 2	Date	IN	OUT	IN	OUT	Daily Total	Weekly Totals
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Week 3	Date	IN	OUT	IN	OUT	Daily Total	Weekly Totals
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Week 4	Date	IN	OUT	IN	OUT	Daily Total	Weekly Totals
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Week 5	Date	IN	OUT	IN	OUT	Daily Total	Weekly Totals
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Total Hours for the Month:

I certify that I have worked hours as indicated.

Employee's Signature	Date

I hereby certify that this time sheet is a true statement of hours worked by this Employee.

Supervisor's Signature	Date