

Weekly Time Sheet With Breaks

Employee Name : _____
(Please Print)

Week starting: _____

Worksite: _____

Week ending: _____

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		
															15 mins = .25
															30 mins = .50
Time In		Total		Total		Total		Total		Total		Total		Total	45 mins = .75
Time Out															
	Meal Break		Meal Break		Meal Break		Meal Break		Meal Break		Meal Break		Meal Break		
Time In		Total		Total		Total		Total		Total		Total		Total	Total Hours Scheduled
Time Out															
Total															

Disclaimer: I certify the time indicated on the activity report is accurate and accounts for total activity of my/the named employee's daily work.

Employee signature

Manager signature

Weekly Time Sheet With Breaks

Employee Name : _____
(Please Print)

Week starting: _____

Worksite: _____

Week ending: _____

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		15 mins = .25
															30 mins = .50
Time In		Total		Total		Total		Total		Total		Total		Total	45 mins = .75
Time Out															
	Meal Break		Meal Break		Meal Break		Meal Break		Meal Break		Meal Break		Meal Break		
Time In		Total		Total		Total		Total		Total		Total		Total	Total Hours Scheduled
Time Out															
Total															

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Employee signature

Manager signature

Weekly Time Sheet With Breaks

Employee Name (Please Print):

Worksite: NEW CASTLE COUNTY DEPT. OF COMMUNITY SERVICES

Week starting: 6/11/2018

Week ending: 6/17/2018

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		15 mins = .25 30 mins = .50 45 mins = .75
	6/11/2018		6/12/2018		6/13/2018		6/14/2018		6/15/2018		6/16/2018		6/17/2018		
Time In	9:00 AM	Total	9:00 AM	Total	9:00 AM	Total	9:00 AM	Total		Total		Total		Total	Total Hours Scheduled
Time Out	12:00 PM	3.00	12:00 PM	3.00	12:00 PM	3.00	12:00 PM	3.00		0.00		0.00		0.00	
Meal Break															
Time In	12:30 PM	Total	12:30 PM	Total	12:30 PM	Total	12:30 PM	Total		Total		Total		Total	Total Hours Scheduled
Time Out	4:00 PM	3.50	4:00 PM	3.50	3:30 PM	3.00	3:30 PM	3.00		0.00		0.00		0.00	
Total	6.50		6.50		6.00		6.00		0.00		0.00		0.00		25.00

Disclaimer: I certify the time indicated on the activity report is accurate and accounts for total activity of my daily work.

Employee signature

Date

Manager signature

Date

Coordinator signature

Date