

Weekly Employee Time Sheet

Employee Name: _____ Sponsor Name: _____

Date	Day	Start	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>				
_____ <i>Employee Signature</i>		_____ <i>Supervisor Signature</i>		

Date	Day	Start	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>				
_____ <i>Employee Signature</i>		_____ <i>Supervisor Signature</i>		

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_____ <i>Employee Signature</i>		_____ <i>Supervisor Signature</i>		

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