

Weekly Time Sheet

Employee Name: _____ **Start Date:** _____ **End Date:** _____

Employee to complete								Employer to complete			
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sub Tot	+/-	Adj ¹	=	Total ²

Instructions:

¹ The "Adj" field is to make any necessary changes to the hours submitted by employee. (i.e. statutory holidays)

Explain Adjustment: _____

² The "Total" is to be submitted for processing. If payroll is bi-weekly, combine this total with other week when submitting. The total may need to be broken down by vacation, statutory holiday worked or overtime hours when submitted.

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