| **Weekly Timesheet** | | | | | | | | | | | |  | |
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| **Week Starting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  |  | **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |  | |
|  |  |  |  | **Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |  | |
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| **HOURS WORKED** |  |  |  |  |  |  |  |  |  |  |  |  |
| Job Name or No | Description of work | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Hrs | Units | Rate | Amount |
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|  | **Totals** |  |  |  |  |  |  |  |  |  |  |  |
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| **ADDITIONAL ITEMS** |  |  |  |  |  |  |  |  |  |  |  |  |
| Date | Quantity | Cost Code | | Amount ($) | |  |  |  |  |  |  |  |
|  |  |  | |  | | NOTES | | | | | | | |
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|  |  |  | |  | |
| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  |  | |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | Supervisor Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | |
|  |  |  |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |  |  |  |