| **Weekly Timesheet** |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Week Starting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
|  |  |  |  | **Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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 |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | Supervisor Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |