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**Time sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Days** | **Time In** | **Time Out** | **Total hours**  |
|  |  |  |  |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |
| Total |  |  |  |

**Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time sheets must be in every Monday at 10am**