



## Part Time Employee Timesheet

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Month: \_\_\_\_\_

Date	In	Out - Lunch	In - Lunch	Out	Hours Worked	Manager Approval
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Round your time to the nearest quarter hour.

Total your timesheet.

Total Hours: \_\_\_\_\_

Take a 30 minute lunch if you are working over 5 hours in a day.

Limit your weekly hours to no more than 19.5

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Director Signature