

# Time Sheet Tips

- Keep track of the time you work. Even if your employer only collects the information at the end of the week, it is good to have it written down.
  - Write down the hours you work each day.
    - Example – Monday = 5.5 hrs
  - Many employers use time sheets where you must write your **time in** and **time out** of work.
- Add up your hours. This is your **total**. Total = 15hrs.
- Write down the **dates** you worked.
  - Note any “sick days” or “vacation days”.
- Complete the time sheet.
- Get your manager to sign the form, if needed.
- Hand in the form to your manager.

**Employee Time Sheet**

EMPLOYEE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

EMPLOYEE NUMBER \_\_\_\_\_

PAYROLL ENDING DATE \_\_\_\_\_, 20\_\_

WEEK	SUN	MON	TUE	WED	THU	FRJ	SAT	TOTAL
FIRST WEEK								
SECOND WEEK								
							GRAND TOTAL	

I certify that the Employee has completed the hours indicated on this worksheet. The hours recorded above are an accurate representation of the total hours worked for the work period shown.

SUPERVISOR: \_\_\_\_\_ EMPLOYEE: \_\_\_\_\_

DATE \_\_\_\_\_ DATE \_\_\_\_\_

TIME SHEETS SUBMITTED AFTER THE DEADLINE WILL RESULT IN A DELAYED PAYCHECK.

✦ **What if your employer uses a time clock?** You should still write down the hours you work and add those together to give you a total. Computers can make mistakes, too!