

WEEKLY TIMESHEET FOR HOSPITALITY

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EMPLOYEE: _____ SIGNATURE: _____ DATE: _____

MANAGER: _____ SIGNATURE: _____ DATE: _____

SITE NAME OR LOCATION: _____ THIS WEEK'S START DATE: _____ STANDARD PAY RATE: _____ OVERTIME PAY RATE: _____

DATE	JOB/SHIFT	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL (HOURS)	OVERTIME (HOURS)	SICK (HOURS)	HOLIDAY (HOURS)	VACATION (HOURS)
HOURS THIS WEEK										
RATE										
SUB-TOTAL										
									TOTAL	



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