

# INDUSTRIAL PERFORMANCE SERVICES

## WEEKLY TIMESHEET

Employee Name: \_\_\_\_\_ Week Beginning: \_\_\_\_\_ Job #: \_\_\_\_\_ Supervisor: \_\_\_\_\_

| Date | Day       | Initials | Start Time | End Time | Description of Work Performed | Hours | Sup Initials |
|------|-----------|----------|------------|----------|-------------------------------|-------|--------------|
|      | Monday    |          |            |          |                               |       |              |
|      |           |          |            |          |                               |       |              |
|      |           |          |            |          |                               |       |              |
|      | Tuesday   |          |            |          |                               |       |              |
|      |           |          |            |          |                               |       |              |
|      |           |          |            |          |                               |       |              |
|      | Wednesday |          |            |          |                               |       |              |
|      |           |          |            |          |                               |       |              |
|      |           |          |            |          |                               |       |              |
|      | Thursday  |          |            |          |                               |       |              |
|      |           |          |            |          |                               |       |              |
|      |           |          |            |          |                               |       |              |
|      | Friday    |          |            |          |                               |       |              |
|      |           |          |            |          |                               |       |              |
|      |           |          |            |          |                               |       |              |
|      | Saturday  |          |            |          |                               |       |              |
|      |           |          |            |          |                               |       |              |
|      |           |          |            |          |                               |       |              |
|      | Sunday    |          |            |          |                               |       |              |
|      |           |          |            |          |                               |       |              |
|      |           |          |            |          |                               |       |              |

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

Employee Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_

### IMPORTANT

Timesheets are due by **10:00 A.M. every Tuesday**. Complete all required fields before submission. Late or incomplete timesheets may delay payroll processing. Payroll or timekeeping questions must be directed to your immediate supervisor. A one hour lunch deduction will be deducted if working more than four hours, manager approval needed if no lunch was taken with reasoning.