



# Employee Time Sheet

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

Employee ID: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date	Start Time	Lunch Out	Lunch In	End Time	Total Hours

*I certify that these hours are a true and accurate record of all time worked.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Principal Signature

\_\_\_\_\_  
Date