|  |  |
| --- | --- |
| **TIME SHEET** |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Start Date** | **End Date** | **Week Number** | Name of Immediate Supervisor: |   |
|  [INSERT MONTH DAY YEAR] |  [INSERT MONTH DAY YEAR] |  0 | Authorized Signature: |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Record Date** | **Name of Restaurant Employee** | **Restaurant Job Title/Position** | **Restaurant Work Hours** | **Leaves Entitled to Restaurant Employees** | **Other** | **Total WorkHrs.** | **Employee Signature** |
| **RegularHrs.** | **OvertimeHrs.** | **Vacation** | **Holiday** | **Unpaid**  |
| [INSERT DATE]  | [INSERT COMPLETE NAME]  | [INSERT TITLE/POSITION]  |  0.00 |  0.00  |   0.00 |   0.00 |   0.00 |  0.00  | 0:00 |   |
|   |   |   |   |   |   |   |   |   |  |   |
|   |   |   |   |   |   |   |   |   |  |   |
|   |   |   |   |   |   |   |   |   |  |   |
|   |  |  |   |   |   |   |   |   |  |   |
|  |  |  |   |   |   |   |   |   |  |   |
| **Total Work Hours of Restaurant Employees for the Week** | 0:00 | 0:00 | 0.00 | 0.00 | 0.00 | 0.00 | 0:00 |   |
| **Pay Rate per Hour** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |   |  |
| **Total Pay to be given to Restaurant Employees** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  |  |