



# Ritesource Staffing

[www.ritesourcestaffing.com](http://www.ritesourcestaffing.com)

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

Manager: \_\_\_\_\_

Employee phone #: \_\_\_\_\_

Employee e-mail: \_\_\_\_\_

Week ending: \_\_\_\_\_

## **Weekly Time Sheet**

Day	Date	Employer	Regular Hours	Lunch/Break	Overtime Hours	Total
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
		Total Hours				

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager signature

\_\_\_\_\_  
Date

