



J. Arthur Trudeau Memorial Center
Works For Me

Fax to 732-7899 or drop off to the office
If faxing please keep your fax confirmation

Works for Me
Employee Timesheet

Employee Name: _____ For Pay Period Ending _____

Employer/Sole Proprietor _____

Day	Date	In	Out	Total hours		Day	Date	In	Out	Total hours
Sunday						Sunday				
Monday						Monday				
Tuesday						Tuesday				
Wednesday						Wednesday				
Thursday						Thursday				
Friday						Friday				
Saturday						Saturday				

Week 1 Totals						Week 2 Totals				
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Did not work this week _____

Employee Signature: _____

Employer/Sole Proprietor Signature: _____

Timesheets are due EVERY OTHER MONDAY by 9am! Both Signatures are required to process this timesheet.