



# J. Arthur Trudeau Memorial Center - **Works for Me**

**Fax to 732-0846 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 | Goal/Activity | Day           | Date | In | Out | Total hours | Goal/Activity |
|---------------|------|----|-----|-------------|---------------|---------------|------|----|-----|-------------|---------------|
| Sunday        |      |    |     |             |               | Sunday        |      |    |     |             |               |
| Monday        |      |    |     |             |               | Monday        |      |    |     |             |               |
| Tuesday       |      |    |     |             |               | Tuesday       |      |    |     |             |               |
| Wednesday     |      |    |     |             |               | Wednesday     |      |    |     |             |               |
| Thursday      |      |    |     |             |               | Thursday      |      |    |     |             |               |
| Friday        |      |    |     |             |               | Friday        |      |    |     |             |               |
| Saturday      |      |    |     |             |               | Saturday      |      |    |     |             |               |
| Week 1 Totals |      |    |     |             |               | Week 2 Totals |      |    |     |             |               |

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.**