

TIME SHEET FOR WEEK OF: \_\_\_\_\_ 2018 EMPLOYEE: \_\_\_\_\_

YOU MUST CALL IN EVERYDAY TO REPORT THAT YOU ARE GOING TO WORK BY 3:00 P.M.  
 CALL IN PHONE #: 828-324-0251; TO CALL OUT OR TO REPORT AN ISSUE: 828-324-8448

MONDAY	Date: _____	START	FINISH	START	FINISH
ACCT:					
ACCT:					
ACCT:					
ACCT:					

TUESDAY	Date: _____	START	FINISH	START	FINISH
ACCT:					
ACCT:					
ACCT:					
ACCT:					

WEDNESDAY	Date: _____	START	FINISH	START	FINISH
ACCT:					
ACCT:					
ACCT:					
ACCT:					

THURSDAY	Date: _____	START	FINISH	START	FINISH
ACCT:					
ACCT:					
ACCT:					
ACCT:					

FRIDAY	Date: _____	START	FINISH	START	FINISH
ACCT:					
ACCT:					
ACCT:					
ACCT:					

SATURDAY	Date: _____	START	FINISH	START	FINISH
ACCT:					
ACCT:					
ACCT:					
ACCT:					

SUNDAY	Date: _____	START	FINISH	START	FINISH
ACCT:					
ACCT:					
ACCT:					
ACCT:					

Week Total

EMPLOYEE SIGNATURE \_\_\_\_\_

TIME SHEETS ARE TO BE TURNED IN NO LATER THAN 5:30 P.M. EVERY MONDAY. TO FAX, SEND TO: 828-324-1297