The Sech-Kar Company

Time Sheet- Revised 1/12/15

Print Name:_____ **Pay Period Start Date:**_____

Week 1	Date	From / To	From / To	From / To	From / To	From / To	From / To	Total Awake Hrs.	Total Sleep Hrs.	O/T Awake Hrs.	O/T Sleep Hrs.	Holiday Awake Hrs.	Holiday Sleep Hrs.	P. Leave Awake Hours	P. Leave O/N Hours	Person Rec'v Serv.
Sun																
Mon																
Tues																
Wed																
Thurs																
Fri																
Sat																

Week 1 Sub Total

WEEK TWO

Week 2	Date	From / To	From / To	From / To	From / To	From / To	From / To	Total Awake Hrs.	Total Sleep Hrs.	O/T Awake Hrs.	O/T Sleep Hrs.	Holiday Awake Hrs.	Holiday Sleep Hrs.	P. Leave	P. Leave O/N Hours	Person Rec'v Serv.
Sun																
Mon																
Tues																
Wed																
Thurs																
Fri																
Sat																
							Week 2 Sub Total									
							Total Hours									
							Office Use Only									

Employee Signature:_____

Date:_____