



<div>Contoso</div> <div>Innovation drives progress</div>	<div>TIME SHEET</div>
<div>111st Avenue</div> <div>Redmond, WA 67891</div> <div>(201) 555-0101</div> <div>(201) 555-0102</div>	<div>Week of 5.08.XX — 5.14.xx</div>

Employee Name: Michelle Wattz Title: Project Manager

Employee Number: 2937663 Status: Full-time

Department: Document Processing Supervisor: KD

Date	Start Time	End Time	Regular Hours	Overtime Hours	Total Hours
5-08-XX	8:00 AM	5:00 PM	8.0	0.0	8.0
5-09-XX	8:00 AM	5:00 PM	8.0	0.0	8.0
5-10-XX	8:00 AM	5:00 PM	8.0	2.0	10.0
5-11-XX	8:00 AM	5:00 PM	8.0	0.0	8.0
5-12-XX	8:00 AM	5:00 PM	8.0	0.0	8.0
5-13-XX	N/A	N/A	0.0	0.0	0.0
5-14-XX	N/A	N/A	0.0	0.0	0.0
Weekly Totals			40.0	2.0	42.00

<div>Employee signature:</div>	<div>Date: 5-14-XX</div>
<div>Supervisor signature:</div>	<div>Date: 5-15-XX</div>