



Sample Timesheet

Below is a sample timesheet that is properly completed. Please make sure to initial your intern's timesheet for days worked Monday-Thursday **AFTER** the total hours for the day have been recorded and sign at the bottom. A WorkReady staff person will fill in the Friday hours and total the time worked for the week.

CONTRACTOR CODE - WORKSITE CODE

1 2 3 - 4 5 6

WEEKLY TIME SHEET		WorkReady Philadelphia			WEEK BEGINNING: 7 / 6 / 2009		
NAME (Please Print) Doe, Jane		Social Security 123 -- 45 -- 6789			WEEK ENDING: 7 / 12 / 2009		
							WORKSITE NAME Scott Packaging
TO BE COMPLETED BY EMPLOYEE							To be completed by Supervisor
Day	In	Lunch		Out	Initials of Supervisor	Employee Signature	Total Hours
		Out	In				
Monday	9:00 AM			1:00 PM	JS	Jane Doe	4
Tuesday	9:00 AM	12:00 PM	12:30 PM	3:00 PM	JS	Jane Doe	5.5
Wednesday				1:00 PM	JS	Jane Doe	4
Thursday	9:00 AM	12:00 PM	12:30 PM	3:00 PM	JS	Jane Doe	5.5
Friday	12:30 PM			4:30 PM	PG	Jane Doe	4
Saturday							
Sunday							
Employee Signature <i>Jane Doe</i>				Date 7/10/2009		Total Hours to Be Paid Weekly	23
Approved Supervisor's Signature <i>John Smith</i>				Date 7/9/2009			
White (PYN)		Yellow (Contractor Copy)		Pink (Worksite Copy)		Goldenrod (Employee)	