

## Weekly Time Sheet

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Name: \_\_\_\_\_

Pay Period: \_\_\_\_\_

Date	Time In	Time Out	Leave Code	Leave Hours	Daily Total
<b>Pay Period Totals</b>					

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

PTO	Paid Time Off
H	Holiday
DH	Discretionary Holiday
LWP	Leave Without Pay
J	Jury Duty
B	Bereavement Leave

Note: Any non-exempt employee's working over 40 hours per week should note overtime hours on time sheet. ALL OVERTIME HOURS MUST BE PRE-APPROVED BY YOUR MANAGER.

**You can fax or Email your time sheets to**

**Fax: (908) 448 0623**  
**Email: timesheets@mahasoft.com**