

Trowbridge & Trowbridge, LLC

Employee No.: _____

Weekly Time Sheet
(print in blue or black ink)

Pay Period Ending: _____

Employee Name: _____

Any employee who knowingly or carelessly reports incorrect time charges, will be subject to termination and may also be subject to legal prosecution.

Time Sheet for Week 1

Contract/ Indirect Code	Task/ Suffix Code	Sat.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Week 1 Total Hrs	Comments						
Universal Leave																
Holiday																
Total Regular Hours										TOTAL HOURS WEEK 1						
Total Overtime Hours										Supervisor initial for O.T. hours:						
I hereby certify that all hours hereon are true, correct, and in accordance with T&T policies & procedures.		<table border="0" style="width:100%"> <tr> <td style="width:40%">_____</td> <td style="width:20%">_____</td> <td style="width:40%">_____</td> </tr> <tr> <td>Employee Signature</td> <td>Date</td> <td>Supervisor Signature</td> </tr> </table>									_____	_____	_____	Employee Signature	Date	Supervisor Signature
_____	_____	_____														
Employee Signature	Date	Supervisor Signature														

Time Sheet for Week 2

Contract/ Indirect Code	Task/ Suffix Code	Sat.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Week 2 Total Hrs	Comments						
Universal Leave																
Holiday																
Total Regular Hours										TOTAL HOURS WEEK 2						
Total Overtime Hours										Supervisor initial for O.T. hours:						
I hereby certify that all hours hereon are true, correct, and in accordance with T&T policies & procedures.		<table border="0" style="width:100%"> <tr> <td style="width:40%">_____</td> <td style="width:20%">_____</td> <td style="width:40%">_____</td> </tr> <tr> <td>Employee Signature</td> <td>Date</td> <td>Supervisor Signature</td> </tr> </table>									_____	_____	_____	Employee Signature	Date	Supervisor Signature
_____	_____	_____														
Employee Signature	Date	Supervisor Signature														

Biweekly Summary - For payroll use only

Project	Suffix	Week 1	Week 2	Total
Universal Leave				
Holiday				
Total				