

# FACILITY WEEKLY TIME RECORD



**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Facility Name:** \_\_\_\_\_

Day & Date	Time In	Time Out	Lunch	Time In	Time Out	Total Hrs	Suprv Initials
Mon -							
Tue -							
Wed -							
Thr -							
Fri -							
Sat -							
Sun -							

**Weekly Total Hours:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: Daily Supervisors initials and weekly supervisor's signatures are obtained to verify hours worked