

Department of Music
Weekly Timesheet

Working Schedule

Employee Name _____ Job Title: _____

Employee Type (*Workstudy or Regular Wage*): _____

Week of: _____

	MON	TUE	WED	THUR	FRI	SAT	SUN
Dates:							
IN							
out							
<i>Break</i>							
IN							
out							
<i>Lunch</i>							
IN							
out							
<i>Break</i>							
IN							
out							
Daily Total							
Weekly Total							

Employee Signature _____

Date: _____

Approved by _____

Date: _____