

TIMESHEETS : ARKAY CONTRACTING LTD.

<i>Day</i>	<i>Month</i>	<i>Year</i>

Submit **FRIDAY** end of day or **MONDAY MORNING** following the end of the **PAY PERIOD**.

CLIENT:

Timesheet for 2 weeks ending Saturday:

SITE PROJECT NAME:

P.O.#

EMPLOYEE NAME/S	SUN		MON		TUE		WED		THU		FRI		SAT		TOTAL Hours	
	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT
Week 1																
Week 2																
Week 1																
Week 2																
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Stats are not hours worked (if worked, hours go in OT). Instead, write "stat" in reg column.

Saturdays are OT only if 40 reg hours have already been worked during the week.

Overtime begins after an **8-hour day** and after a **40-regular-hour week**.

Total Hours:		
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FAX AFTER SIGNING: 778-590-5202 →
 or **SCAN/EMAIL: arkay@telus.net**

SUPERVISOR AUTHORIZATION:
