

TIMESHEETS : ARKAY CONTRACTING LTD.

(Day)	(Mon.)	(Yr.)
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*Submit timesheets on the
MONDAY FOLLOWING the
END of the PAY PERIOD.*

CLIENT:

Timesheet for two
weeks ending Sat.:

P.O.#

SITE NAME:

WORKER'S NAME:

DAY'S WORK DESCRIPTION/PERFORMED

Regular

Overtime

START TIME

END TIME

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

TOTAL

TOTAL



Stats are not hours worked. Saturdays and Sundays are OT if 40 regular hours have already been worked during the week. **Overtime** begins after an *8-hour day* and after a *40-regular-hour week*.

SCAN/EMAIL AFTER SIGNING:

arkay@telus.net →

SUPERVISOR AUTHORIZATION: