

TIMESHEETS : ARKAY CONTRACTING LTD.

(Day)	(Mon.)	(Yr.)
-------	--------	-------

*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

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: