

TIMESHEETS : ARKAY CONTRACTING LTD.

(Day) (Mon.) (Yr.)

Submit **FRIDAY** end of day
or **MONDAY MORNING**
FOLLOWING END OF
PAY PERIOD.

CLIENT:

Timesheet for 2 weeks
ending Saturday:

SITE PROJECT NAME:

P.O.#

EMPLOYEE ↓ NAME	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																
Week 1																
Week 2																
Week 1																
Week 2																
Week 1																
Week 2																

Stats are not hours worked (if worked, hours go in OT) - write "stat" in reg column. Saturdays are OT only 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.

TOTAL HOURS:

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

SUPERVISOR AUTHORIZATION: