

TOWN OF WATERBORO WEEKLY TIME SHEET

Employee: _____ Wk Ending: _____
 Dept. _____ Employee #: _____

Day of the Week	Regular Hours				Overtime Hours				Weekly Hour Breakdown					
	A.M.		P.M.		A.M.		P.M.		Regular Hours	Overtime Hours	Holiday Hours	Sick-Pay Hours	Vacation Hours	TOTALS
	In	Out	In	Out	In	Out	In	Out						
Monday														
Tuesday														
Wednesday														
Thursday														
Friday														
Saturday														
Sunday														

Employees Signature: _____
 Supervisor's Signature: _____
 Manager's Signature: _____

Payroll: _____
 Date: _____

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