ERWIN ELECTRIC EMPLOYEE TIME SHEET

EMPLOYEE NAME

WEEK ENDING:___

	* DEPARTMENTS; COMM, RESI, SERVICE	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SAT / SUN (circle)	
EPT.	JOB NAME		Tally			Tally			Tally			Tally			Tally		•	Tally
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	LUNCH TAKEN Y/N Do not include hours in Daily Total	Start Stop	Y N	Start Stop		Y s N ^s	Start Stop		Y N	Start Stop		Y N	Start Stop		Y N	Start Stop		Y N
	тот	AL HOURS PER DAY	(]														
NOTES / Mileage or other expenses to be reimbursed:						INSTRUCTIONS: 1) Complete your timesheet DAILY 2) Tally hours to nearest 15 minute interval 3) Timesheets are due on MONDAYS by 4PM. Late timesheets may be paid the following week.									TOTAL HOURS FOR THE WEEK			
		e-	e-mail to timesheets@erwinelectric.com or fax to 813-855-5404															