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Fill in daily with ballpoint. Client supervisor's approval signature required daily & weekly.

Name employee

Position

Client

Project

Workweek from To

Scheduled arrival time Departure time

Numbers of hours worked daily, round off to the nearest hours														Weekly total		Remarks	
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Total reg hrs	Total O.T. hrs		
Date		Date		Date		Date		Date		Date		Date					
Reg	O.T.	Reg	O.T.	Reg	O.T.	Reg	O.T.	Reg	O.T.	Reg	O.T.	Reg	O.T.				

Client's approval signature

Name of client's supervisor