

# Weekly Time Record

DRIVER: \_\_\_\_\_ MONITOR: \_\_\_\_\_ X-GUARD: \_\_\_\_\_ Fuel Date: \_\_\_\_\_ Gallons: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Contract: Haverhill Fuel Date: \_\_\_\_\_ Gallons: \_\_\_\_\_

Week Starting: \_\_\_\_\_

DAY	AM START TIME	AM END TIME	AM TOTAL	MID START TIME	MID END TIME	MID TOTAL	PM START TIME	PM END TIME	PM TOTAL	TOTAL
Monday										
Extra										
Tuesday										
Extra										
Wednesday										
Extra										
Thursday										
Extra										
Friday										
Extra										
<b>Total</b>										

TOTAL WEEKLY REGULAR HOURS: \_\_\_\_\_

TOTAL WEEKLY OVERTIME HOURS: \_\_\_\_\_

Week Starting: \_\_\_\_\_

DAY	AM START TIME	AM END TIME	AM TOTAL	MID START TIME	MID END TIME	MID TOTAL	PM START TIME	PM END TIME	PM TOTAL	TOTAL
Monday										
Extra										
Tuesday										
Extra										
Wednesday										
Extra										
Thursday										
Extra										
Friday										
Extra										
<b>Total</b>										

TOTAL WEEKLY REGULAR HOURS: \_\_\_\_\_

TOTAL WEEKLY OVERTIME HOURS: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

<b>For Office Use Only!</b>
Grand Total Regular Hours: _____
Grand Total Overtime Hours: _____