**Weekly Employee Timesheet**

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**Alternative Solutions**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | **Employee Name:** |  |  |  |  |  |  |
|  | **2512 Artesia Blvd.** |  |  |  |  |  |  |  |  |  |  |
|  | **Suite 305A** |  |  |  |  | **Supervisor Name:** |  |  |  |  |  |  |
|  | **Redondo Beach, CA 90278** |  |  |  |  |  |  |  |  |  |  |
|  | **P: 310.376.4200** | **F: 310.376.4201** |  |  | **Week of: 11/8/2010** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Day of Week** |  | **Regular** |  | **Overtime** | **Sick** | **Vacation** | **Holiday** | **Unpaid** | **Other** | **TOTAL** |  |  |  |
|  |  | **Hrs** |  | **Hrs** | **Leave** | **Hrs** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Mon 11/8** |  |  |  |  |  |  |  |  |  | **0.00** |  |  |  |
|  | **Tue 11/9** |  |  |  |  |  |  |  |  |  | **0.00** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Wed 11/10** |  |  |  |  |  |  |  |  |  | **0.00** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Thu 11/11** |  |  |  |  |  |  |  |  |  | **0.00** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Fri 11/12** |  |  |  |  |  |  |  |  |  | **0.00** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Sat 11/13** |  |  |  |  |  |  |  |  |  | **0.00** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Sun 11/14** |  |  |  |  |  |  |  |  |  | **0.00** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Total Hrs:** |  | **0.00** |  | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Total Hours Reported:** | **0.00** |

|  |  |
| --- | --- |
| **Employee Signature** | **Date** |
|  |  |
| **Supervisor Signature** | **Date** |