

Weekl

Employee Name:

Manager Name:

Date	Day	Task Description
9/2/2024	Monday	
9/3/2024	Tuesday	
9/4/2024	Wednesday	
9/5/2024	Thursday	
9/6/2024	Friday	
9/7/2024	Saturday	
9/8/2024	Sunday	

Weekly Total:

Employee Signature:

Manager Signature:

Day Time Tracking Spreadsheet

Week Starting date: 02/09/24

Start Time	Lunch Starts	Lunch Ends	End Time	Total Hours Worked
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

