

# MONTHLY TIME SHEET

**Name:**  
**Position:**  
**FOAPAL:**

**Payroll Period:**  
**Location:**

	SUN	MON	TUES	WED	THURS	FRI	SAT	PREP.	
<b>Date</b>									
In									
Out									
In									
Out									
In									
Out									
<b>Total</b>									

TTL WKLY HRS

	SUN	MON	TUES	WED	THURS	FRI	SAT	PREP.	
<b>Date</b>									
In									
Out									
In									
Out									
In									
Out									
<b>Total</b>									

TTL WKLY HRS

	SUN	MON	TUES	WED	THURS	FRI	SAT	PREP.	
<b>Date</b>									
In									
Out									
In									
Out									
In									
Out									
<b>Total</b>									

TTL WKLY HRS

	SUN	MON	TUES	WED	THURS	FRI	SAT	PREP.	
<b>Date</b>									
In									
Out									
In									
Out									
In									
Out									
<b>Total</b>									

TTL WKLY HRS

	SUN	MON	TUES	WED	THURS	FRI	SAT	PREP.	
<b>Date</b>									
In									
Out									
In									
Out									
In									
Out									
<b>Total</b>									

TTL WKLY HRS

**GRAND TOTAL**

\_\_\_\_\_  
 (signature of employee)

\_\_\_\_\_  
 (signature of supervisor)