

PERSONNEL TIME REPORT

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PP DATE	REGULAR HOURS WORKED		OVERTIME HOURS WORKED*		WEEKLY SUBTOTALS** SUN-SAT HRS WORKED		COMMENTS
TOTAL							**Total the hours worked each week (Saturday - Friday) and place the totals in the Weekly Subtotals column.

***Enter any hours worked over forty per week.**

DATE _____

DATE _____

Hours _____ X Rate \$ _____
Gross \$ _____

Hand or USPS mail delivery to our office is recommended as that we cannot guarantee the security of the information if emailed or faxed.

Phone: 936-294-1273