TIMESHEETS : IHub Construction Services Ltd.

(Day)	(Mon.)	(Yr.)

Timesheet for 2 weeks ending Saturday:

CLIENT:

SITE PROJECT NAME: **P.O.#**

EMPLOYEE ↓ NAME		SUN		MON		TUE		WED		THU		FRI		SAT		TOTAL Hours	
		Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT
	Week 1																
	Week 2																
	Week 1																
	Week 2																
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	Week 1																
	Week 2																

Stats are not hours worked; if they are, they go into overtime. Enter "stat" in the regular column. Only if 40 regular hours have been worked during the workweek are Saturdays considered overtime. After an 8-hour day and a 40-hour regular-hour workweek, overtime is triggered.

TOTAL HOURS:

FAX AFTER SIGNING: 7788330002 ➔

or

SCAN/EMAIL:ihubconstructions@hotmail.com

SUPERVISOR AUTHORIZATION: