

TIME AND ATTENDANCE LOG

NAME _____

PAY PERIOD BEGINNING: _____ PAY PERIOD ENDING DATE: _____

FIRST WEEK

	DATE	START TIME	LUNCH TIME	END TIME	END TIME	TOTAL HOURS
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
			TOTAL HOURS FIRST WEEK:			

SECOND WEEK

	DATE	START TIME	LUNCH TIME	END TIME	END TIME	TOTAL HOURS
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
			TOTAL HOURS SECOND WEEK:			

TOTAL HOURS:	
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EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____