INTERVAL MANAGEMENT

TIME SHEET

Name: _____

From: _____   **To:** _____

Date	IN	OUT	IN	OUT	Total HRS	O.T. HRS	VAC/SICK	Explanation

--   TOTALS: _____

EMPLOYEE SIGNATURE   DATE   REGULAR HRS: _____

                                          O.T. HRS: _____

_____   VACATION HRS: _____

APPROVAL   DATE   SICK HRS: _____

                                HOLIDAY HRS: _____