Using Adobe to fill out WEEKLY TIME SHEET

Top Section

EMPLOYEE NAME: John Smith

WEEK ENDING DATE: 9/10/2017

1. Tap and type your name
2. Tap and type the Week Ending Date

JOB DESCRIPTION &/OR NOTES	JOB #	COST CODE	HOURS WORKED							TOTAL
			MON	TUE	WED	THUR	FRI	SAT	SUN	
			S	S	S	S	S	S	S	
			O	O	O	O	O	O	O	
Surf City K-8	16.022 M	1628	5							5
		1608		8	5		2			15
		1613		2	5	10	3			20

		TOTALS	5.0	10.0	10.0	5.0				40.0

3. Enter your job name
4. Enter your job #
5. Enter your Cost Codes
6. Enter your hours matching cost codes
7. Add up your hours
8. Add your hours at the bottom

Yellow Boxes= Overtime

White Boxes= Normal Working hours

Grand total of hours that week

Bottom Section

9. Read & Tap the correct box

In signing this time sheet, I have reviewed the hours recorded. I attest the hours recorded are the true hours I worked and/or the hours I will be compensated based on company policy.

☐ I have not sustained a work related injury during the recorded work week.

☐ I have sustained a work related injury during the recorded work week. I have reported this to my supervisor immediately after the incident per company policy and completed the appropriate documents.

EMPLOYEE SIGNATURE:_____ DATE:_____

SUPERVISOR SIGNATURE:_____ DATE:_____

APPROVED:_____

10. Sign & Date

(See Adobe instructions on how to create/sign with a signature)

Supervisor needs to sign & Date

(See Adobe instructions on how to create/sign with a signature)