

MCG Management Consulting Group

750 Lindero Street, Suite 340
San Rafael, CA 94901
415-721-1444
415-721-1449 Fax

TIME SHEET

Employee Name:

Title:

Department:

Supervisor:

Status:

Day	Date	Regular Hrs.	Overtime Hrs.	Double Overtime	Total Hrs.
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Weekly Totals:					

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supervisor Name (printed): _____