



PO Box 2101, Evergreen CO 80437-2101
 800-352-7397 or 303-526-4900
 fax 303-379-6335
 email: patd@payreel.com

Time Sheet

Employee Name: _____ Client: _____
 Employee Address: _____ Phone: _____
 City: _____ State : _____ Zip: _____ Position: _____

Date	Rate/Hour	Project	In Time	Out Time	In Time	Out Time	Regular Hrs.	OT Hrs.	Total Hrs.
Sun									
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
WEEKLY TOTALS									

 Employee Signature Date

 Supervisor Signature Date