



(1344880-X)  
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**Weekly Timesheet:**

PROJECT TITLE:

CLIENT:

PERSONEL:

Name	ID	Position

DAY	Date	Entitlement			TASK	Normal Hours			Overtime			TEAM LEAD APPROVAL
		NORM	SUN	PH		In	Out	Total	In	Out	Total	
Mon												Name: Sign
Tue												Name: Sign
Wed												Name: Sign
Thurs												Name: Sign
Fri												Name: Sign
Sat												Name: Sign
Sun												Name: Sign
Total:												

Comments:

PREPARED BY:

(EMPLOYEE SIGNATURE)

NAME:

DATE:

REVIEW & APPROVED BY:

(CLIENT REPRESENTATIVE SIGNATURE)

NAME:

DATE: