



Timesheet

Name: _____

Day	Date	Hours worked		Total hours	Brief description of work done / notes
		Start	End		
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Submit to acct.kinxfolk@gmail.com by end of day every Saturday

Total hours:

- 1 If Timesheet is submitted late, hours will be processed for the next time period.
- 2 Hours will be lost for times submitted more than 4 weeks late!
- 3 Hours will be rounded to the nearest quarter of an hour.

Signature

Date

ADMINISTRATIVE USE ONLY

Notes: _____

Signature | Name | Date