



Weekly Timesheet

Week Starting:

Week Ending:

Last Name: _____ First Name: _____

Project Name: _____

Client Name: _____

Day	Date	Time In (HRS:MIN)	Time Out (HRS:MIN)	Regular Hours	Holiday Hours	Vacation Hours	Personal Hours	Non-Work Hours	Work Hours	
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
SUB-TOTAL										
					TOTAL HOURS					

By my signature, I certify that the timesheet which I submit here is correct and accurate, and I acknowledge my understanding that falsification of time entry is a violation of company policy that may result in disciplinary action up to and including termination of employment.

If I also submit time into a client Time Management System (TMS), I certify that the time I have submitted here corresponds to the hours I have submitted to the client. I acknowledge and agree that any hours not approved by my client manager will be deducted from my paycheck, and I authorize Infinite Computer Solutions, Inc. to make these payroll deductions.

Employee Signature: _____

Manager Verification/Date: _____

Please send manual timesheet to USPayroll@infinite.com via email as an attachment with the subject line **UNABLE TO LOG TIME IN SPANDAN - Manual Timesheet Attached.**

Instructions:

1. Use 24-hour clock for Time-in and Time-out columns
2. Two entries for each day are given to split for lunch breaks
3. Holiday, vacation, and personal/sick hours should be entered with hours to be paid for each day
4. Use decimals instead of hours:minutes for entering holiday, vacation, or personal hours (8.00 instead of 8:00)