



630 Azalea Avenue
 Redding, CA 94002
 Office: 530 221-8000
 Fax: (530) 221-8888

Weekly Time Record

Week ending: _____
 Employee: _____
 Manager: _____
 Employee phone: _____
 Employee e-mail: _____
 Tax ID#: _____

Day	In	Out	In	Out	Regular Hrs.	Overtime Hrs.	Sick Hrs.	Vacation Hrs.	Total Pay
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Total Hrs.									
Hourly Rate									
Total Pay									

 Employee signature Date

 Manager signature Date