



<b>EMPLOYEE NAME</b>	<b>EMPLOYEE SIGNATURE</b>	<b>FRIDAY ENDING DATE</b>

	SAT	SUN	MON	TUE	WED	THU	FRI	
<b>DATE</b>								H=HOLIDAY S=SICK V=VACATION O=OTHER Please select code for any weekday not worked
<b>TIME IN</b>								
<b>TIME OUT</b>								
<b>(LUNCH)</b>								
<b>HOURS</b>								
							<b>TOTAL</b>	

<b>SUPERVISOR NAME (PLEASE PRINT)</b>	<b>SUPERVISOR SIGNATURE OF ACCEPTANCE</b>	<b>CLIENT NAME</b>

**WEEKLY TIMESHEET INSTRUCTIONS FOR EMPLOYEES**

1. Use a separate timesheet for each week
2. Enter hours worked under each day (If none, use exception code)
3. Retain copy for your records
4. Email to timesheets@cyber-inc.com or fax to 734.468.1217 by noon the following Monday

Cybertech Approval