

Employee: _____

Week of: _____

Day	Date	Project Name	Time In	Time Out	Total
Monday					
Start Odm					
Start wk Odm					
Finish wk odm					
At Home Odm.					
Tuesday					
Start Odm					
Start wk Odm					
Finish wk odm					
At Home Odm.					
Wednesday					
Start Odm					
Start wk Odm					
Finish wk odm					
At Home Odm.					
Thursday					
Start Odm					
Start wk Odm					
Finish wk odm					
At Home Odm.					
Friday					
Start Odm					
Start wk Odm					
Finish wk odm					
At Home Odm.					
Saturday					
Sunday					
Total hours					

NOTE: All time should be rounded to the nearest quarter hour. (ex: 10:15, 10:30, 10:45, 11:00)

There should be no laps of time from one job to another.

(example: 8:00-10:00 Exit One, 10:00- 2:00 Office, 2:00-5:00 L-Street)

Employee signature Date

Manager signature Date