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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TIME SHEET** | | | | | | | | | | | | | | | | | | | |  | | |
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| **Start Date** | | | **End Date** | | | | | | **Week Number** | | Name of Immediate Supervisor: | | | | |  | | | |
| [INSERT MONTH DAY YEAR] | | | [INSERT MONTH DAY YEAR] | | | | | | 0 | | Authorized Signature: | | | | |  | | | |
|  |  | | | |  |  |  | |  |  |  | |  |  | |  |  |  | |
| **Record Date** | **Name of Restaurant Employee** | | | **Restaurant Job Title/Position** | | | | | **Restaurant Work Hours** | | **Leaves Entitled to Restaurant Employees** | | | | | **Other** | **Total Work Hrs.** | **Employee Signature** | |
| **Regular Hrs.** | **Overtime Hrs.** | **Vacation** | | **Holiday** | **Unpaid** | |
| [INSERT DATE] | [INSERT COMPLETE NAME] | | | [INSERT TITLE/POSITION] | | | | | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0:00 |  | |
|  |  | | |  | | | | |  |  |  | |  |  | |  |  |  | |
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|  |  | | |  | | | | |  |  |  | |  |  | |  |  |  | |
| **Total Work Hours of Restaurant Employees for the Week** | | | | | | | | | 0:00 | 0:00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0:00 |  | |
| **Pay Rate per Hour** | | | | | | | | | $0.00 | $0.00 | $0.00 | | $0.00 | $0.00 | | $0.00 |  |  | |
| **Total Pay to be given to Restaurant Employees** | | | | | | | | | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 |  |  | |