

# WEEKLY TIME RECORD

## COMPETITIVE EDGE RECRUITING

PO Box 23804  
TIGARD, OR 97281  
PHONE: 503-610-1009  
FAX: 503-549-5575

EMPLOYEE NAME: \_\_\_\_\_  
SOCIAL SECURITY #: \_\_\_\_\_  
EMPLOYEE PHONE: \_\_\_\_\_  
EMPLOYEE E-MAIL: \_\_\_\_\_

WEEK ENDING: \_\_\_\_\_

DAY	REGULAR HOURS	OVERTIME	SICK	VACATION	TOTAL
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
TOTAL HOUR					

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGER SIGNATURE

\_\_\_\_\_  
DATE