



Uncharted Shores Academy

USA HOURLY TIME SHEET

Name of Employee: _____ Rate of Pay: _____

Pay Period: _____ Total Hours for Pay Period: _____

Week 1

Day of Week	Regular Day		Lunch Break	Additional Time		Off Campus	TOTAL HOURS
	IN	OUT		IN	OUT		
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

TOTAL for WEEK: _____

Week 2

Day of Week	Regular Day		Lunch Break	Additional Time		Off Campus	TOTAL HOURS
	IN	OUT		IN	OUT		
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

TOTAL for WEEK: _____

The signature of the employee below verifies that the indicated times are accurate:

Signature of Employee: _____

Director's Authorization of Total Hours: _____

Note: Not authorized to work over 8 hours a day or 40 hours a week.