

# EXAMPLE - EAS Field Camp Weekly Time Record

Week of : May 14, 2014 - May 20, 2014  
 Employee Name: Michelle Smith  
 Supervisor: John Doe  
 Employee phone: 123-456-7890  
 Employee email: michellesmith@xyzwmail  
 Employee ID#: 123456

Day & Date	Start Time	End Time	Total Hrs	Notes
Wednesday, May 14, 2014	8:00 AM	10:00 AM	2	
Thursday, May 15, 2014	8:00 AM	10:00 AM	2	
Friday, May 16, 2014	8:00 AM	10:00 AM	2	
Saturday				
Sunday				
Monday, May 19, 2014	8:00 AM	10:00 AM	2	
Tuesday, May 20, 2014	8:00 AM	10:00 AM	2	
<b>Totals</b>			<b>10</b>	

*Michelle Smith*  
 \_\_\_\_\_  
 EMPLOYEE SIGNATURE

*John Doe*  
 \_\_\_\_\_  
 SUPERVISOR SIGNATURE

May 13, 2014  
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 DATE