

# ADAMS WELLS SPECIAL SERVICES

925 North Main Street  
Bluffton, Indiana 46714  
Phone: 260-824-5880  
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## TIME SHEET FOR HOURLY EMPLOYEES

EMPLOYEE NAME \_\_\_\_\_ PAY PERIOD ENDING \_\_\_\_\_

\*\*\*\*\* SHOW HOURS WORKED ONLY!!! \*\*\*\*\*

DATE		TIME IN	TIME OUT	TIME IN	TIME OUT	PAID LEAVE TIME	DAILY PAID HOURS
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						

HOURS WORKED \_\_\_\_\_ + PAID LEAVE TIME \_\_\_\_\_ = TOTAL PAID HOURS \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_