BAXTER

Field Staff
Time Sheet

Week Ending (Sunday) _____

Name: _____

Start Time =								
Break Start =								
Break Finish =								
Lunch Start=								
Lunch Finish=								
Out Time =								

Job	Work Description	C.C. (office use)	Mon	Tues	Weds	Thurs	Friday	Saturday	Sunday	Total
Holiday										
Paid timeoff										
Unpaid timeoff										
		Total Hours:								

* Mandatory daily 30 min lunch

* * Mandatory 20 minute break

*** No overtime without prior approval

****Work Day 6:45-3:35

Super/Foremen intials: _____