

ONSITE MANAGER – MONTHLY TIME SHEET

MONTH OF _____

Property Address:			
Employer:			
Employee(s) Name(s)	1. _____	2. _____	
Total Weekly Hour Schedule			
Total Monthly Hour Schedule			

WEEK #1			
Date	Employee #1 Hours worked:	Employee #2 Hours worked:	Total

WEEK #5			
Date	Employee #1 Hours worked:	Employee #2 Hours worked:	Total

WEEK #2			
Date	Employee #1 Hours worked:	Employee #2 Hours worked:	Total

Employee #1

Total Personal Reimbursable Expenses submitted this month	\$ _____
I have not exceeded the hourly work schedule *	Signature: _____
I have taken the required 30 min. lunch break when exceeding 5 Hours of work & any other rest break required by applicable law	Signature: _____
If you missed a rest period or meal break, state the date of and explain why	
Certification: I certify that this time sheet is a true, accurate and complete record of my working time	Date: _____
Signature: _____	

WEEK #3			
Date	Employee #1 Hours worked:	Employee #2 Hours worked:	Total

Employee #2

Total Personal Reimbursable Expenses submitted this month	\$ _____
I have not exceeded the hourly work schedule *	Signature: _____
I have taken the required 30 min. lunch break when exceeding 5 Hours of work & any other rest break required by applicable law	Signature: _____
If you missed a rest period or meal break, state the date of and explain why	
Certification: I certify that this time sheet is a true, accurate and complete record of my working time	Date: _____
Signature: _____	

WEEK #4			
Date	Employee #1 Hours worked:	Employee #2 Hours worked:	Total

* Employer's written approval is required to exceed the hourly schedule