

TIMESHEET

PERIOD BEGIN DATE

PERIOD END DATE

If 0 hours worked, please provide reason code from drop-down box

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

GRAND TOTAL

EMPLOYEE NAME/SIGNATURE

MANAGER NAME/SIGNATURE

Timesheet FAX: (972)692-7165
Timesheet E-MAIL: timesheets@aitcusa.com