

TIMESHEETS : ARKAY CONTRACTING LTD.

<i>Day</i>	<i>Mon</i>	<i>Year</i>
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Submit timesheets on the **MONDAY FOLLOWING** the **END** of the **PAY PERIOD**.

CLIENT:	<i>Timesheet for 2 weeks ending Saturday:</i>			
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SITE PROJECT NAME:	P.O.#
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EMPLOYEE ↓ NAME	SUN		MON		TUE		WED		THU		FRI		SAT		TOTAL Hours	
	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT
	Week 1															
	Week 2															
	Week 1															
	Week 2															
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	Week 1															
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	Week 1															
	Week 2															

→→ Stats are not hours worked. Saturdays and Sundays are OT if 40 regular hours have already been worked during the week. **Overtime** begins after an **8-hour day** and after a **40-regular-hour week**. **TOTAL HOURS:**

FAX AFTER SIGNING: 778-590-5202
OR SCAN/EMAIL arkay@telus.net

SUPERVISOR AUTHORIZATION:
