

**RECEPTIONIST PAYROLL
TIMESHEET**

RECEPTIONIST'S FULL NAME:	FOR WEEK ENDING:
MANAGER'S FULL NAME:	
SPECIAL NOTES:	BONUS:

DAY OF WEEK	TIME IN	TIME OUT	TOTAL DAILY HOURS	REGULAR HOURS	OVERTIME HOURS
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
			TOTAL FOR WEEK		

Receptionist's Signature

Manager's Signature

Date