

Bi-Weekly Time Sheet

LA Promotions & Tents

Employee: _____

Pay Period Start Date: _____

Pay Period End Date: _____

****NEW EMPLOYEES MUST COMPLETE & RETURN T1 FORMS OR YOUR PAY CHEQUE WILL NOT BE PROCESSED****

DATE	CONTRACT NAME & DESCRIPTION	TIME IN	TIME OUT	BREAKS & LUNCH	REGULAR HOURS	OVERTIME HOURS	OFFICE USE ONLY
TOTAL HOURS							