

### Writing a Timesheet Skill-Building

Instructions: You need to submit your timesheet for work. Your schedule is:

Monday – Thursday: 9-2.30

Friday: 9 – 5.00

Saturday: 10 – 2.00

Complete the timesheet below. Calculate the total hours at the end.

<b>DC Car Shop Time Sheet</b>				
<i>Pay Period Beginning: June 1, 2022 Pay Period Ending: June 15, 2022 Timesheet Due by: June 12, 2022</i>				
<b>Employee Name:</b>				
<b>Date</b>	<b>Time In</b>	<b>Time Out</b>	<b>Other</b>	<b>Total Hours</b>
Tuesday, June 1				
Wednesday, June 2				
Thursday, June 3				
Friday, June 4				
Saturday, June 5				
Sunday, June 6				
Monday, June 7				
Tuesday, June 8				

Wednesday, June 9				
Thursday, June 10				
Friday, June 11				
Saturday, June 12				
Sunday, June 13				
Monday, June 14				
Tuesday, June 15				
<i><b>Total Hours</b></i>				