

ADVANCE COACHING & TRAINING

107 Old State Rd.
Broadalbin, NY 12025
518-883-5683
518-883-4906

Weekly Time Record

Employee Name: _____

Client Name: _____

Week Ending: ____/____/____

DAY	DATE	IN	OUT	IN	OUT	REGULAR HOURS	BENEFIT HOURS	CLIENT SIGNATURE
SUN.	/							
MON.	/							
TUE.	/							
WED.	/							
THU.	/							
FRI.	/							
SAT.	/							
					TOTAL			

Employee Signature: _____ Date: ____/____/____

Manager Signature: _____ Date: ____/____/____