



**GOODWILL INDUSTRIES OF NORTHEASTERN PA
925 PROSPECT AVENUE, SCRANTON, PA 18505
(570) 343-1166 | www.goodwillnepa.org**

CLA Weekly Time Sheet

Employee Name (please print): _____

Week Ending: _____

DAY	DATE	SITE	HOURS WORKED	S/O	VAC	SICK	PD	FH	HOL	OTHER (specify)	TOTAL HOURS
MON.											
TUE.											
WED.											
THU.											
FRI.											
SAT.											
SUN.											
WEEKLY TOTALS											

EXPLANATION OF OVERTIME – Dates, Times, Reasons, and who authorized the overtime.

Regular	Overtime	S/O	VAC	SICK	PD	FH	HOL	OTHER (specify)	TOTAL HOURS

Employee Signature

Supervisor Signature

Director Signature