



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

Weekly Time Sheet

Program/Department: _____ Week Ending: _____

Employee Name: _____ *(please print)*

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
TIME IN: A.M.								
TIME OUT:								
TIME IN:								
TIME OUT P.M.								
TOTAL HOURS								

OTHER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
PERSONAL								
SICK								
VACATION								
OTHER								
HOLIDAY								
TOTAL								

Employee's Signature

Program Director's Signature

Immediate Supervisor's Signature

President *or* CEO *or* COO's Signature