

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 N	lame:			(please print)				
	MONDAY	THECDAY	LWEDNECDAY	THURCDAY	FRIDAY	SATURDAY	CHNDAY	TOTAL
TIME IN: A.M.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
TIME OUT:								
TIME IN:								
TIME OUT PM:								
TOTAL HOURS								
OTHER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
PERSONAL								
SICK								
VACATION								
OTHER								
HOLIDAY								
TOTAL								
Employee's Signature					Program Director's Signature			
	Immodiata C	aondicor's Ci	atura		Duo si di	ont or CEO and	OO's Cianatio	
	Immediate Sup	pervisor's Sign	ature		President or CEO or COO's Signature			