

Reardon Associates

Weekly Time Record

Burlington - 781-270-4400 Dedham - 781-329-2660

Fax 781-229-6814 Fax 781-329-9918

Please submit timeslip no later than noon Monday following week worked

Employee Name: _____

Week ending Sunday: _____

Company Name: _____

Address: _____

City, State, ZIP Code: _____

DAY	DATE	START	FINISH	LESS LUNCH	DAILY TOTAL
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL HOURS					

Employee signature

Date

Manager signature [Certifies that hours listed are correct.]

Date

Please keep a copy for your records