



# EMPLOYEE TIMESHEET

		WEEK ENDING	EMPLOYEE NAME					
DATE	DAY	TIME IN - TIME OUT & DESCRIPTION OF WORK	OFFICE HOURS (ADMIN)	INSTRUCTOR/ CLASS HOURS	REHEARSAL/ SHOW HOURS	30 MINUTE PRIVATE LESSONS	45 MINUTE PRIVATE LESSONS	60 MINUTE PRIVATE LESSONS
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							
NOTES:						OFFICE TOTAL		
						CLASSES TOTAL		
						REHEARSAL TOTAL		
						30 MINUTE		
						45 MINUTE		
						60 MINUTE		
							HOLD IN BOX	
							MAIL	
SIGNATURE:				DATE:				