

Name      Student      A.      Name  
                  (First)      (M.I.)      (Last)  
 Weeks      October 1-14, 2013

# TIME SHEET

Employee Number      12785

Date	Time		Hours	Project			Work Description
	From	To	Total	Admin.	Meetings	Phone	
2-Oct	07:30 AM	11:45 AM	4.25			4.25	Called clients re: accounts
3-Oct	08:00 AM	12:00 PM	4.00		2.25	1.75	Met w/supervisor and call clients
4-Oct	07:45 AM	11:30 AM	3.75	3.00		0.75	Paperwork and called clients
5-Oct	08:00 AM	11:30 AM	3.50	2.50	1.50		Staff meeting and paperwork
6-Oct	08:15 AM	12:00 PM	3.75	1.00		2.75	Mailed statements and called clients
9-Oct	08:15 AM	12:00 PM	3.75	1.75		2.50	Staff meeting and called clients
10-Oct	07:45 AM	11:30 AM	3.75	2.00		1.75	Paperwork and called clients
11-Oct	07:45 AM	11:30 AM	3.75			3.75	Called clients
12-Oct	07:45 AM	11:30 AM	3.75	2.00		1.75	Paperwork and called clients
13-Oct	08:00 AM	12:00 PM	4.00	2.50		1.50	Mailed flyers and met w/KF
TOTALS:		38.25	14.75	3.75	20.75		