



Cape Cod Collaborative  
 418 Bumps River Rd  
 Osterville, MA 02655  
 508-420-6950

Week Ending:

## Employee Timesheet

(for internal employee use only)

Employee Name (print):

Location of Work: (check one)  STAR Program  Waypoint Academy

		Only record additional hours worked (ie: 3:15-4:00)		
Date	Day	Start Time	End Time	# Hours Worked
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
			Total Hours for the Week	

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Admin Only

Director Review: \_\_\_\_\_

Date: \_\_\_\_\_

Notes: