

# AID-72D Reporting Sheet

## Weekly Time Sheet

Employee \_\_\_\_\_

Week Ending; \_\_\_\_\_

Office Location \_\_\_\_\_

DATE	DAY	IN	OUT	LUNCH	DAILY TOTAL
	SUNDAY				
	MONDAY				
	TUESDAY				
	WEDNESDAY				
	THURSDAY				
	FRIDAY				
	SATURDAY				

WEEKLY TOTAL

Signature \_\_\_\_\_

Parent Approval \_\_\_\_\_

Manager Approval \_\_\_\_\_

Remember: You must fax your time sheets to Sherri Nocchi weekly (no later than Sunday) for approval. Fax number (847) 888-6079.