

**Practice 1**

Study the time sheet below, then answer the questions.

<u>House Cleaners, Inc.</u>					
<b>TIME SHEET</b>					
<u>Lin Fong</u> Employee's Name			<u>2/9/85</u> Pay Period Ending		
	AM In	Lunch Out	Lunch In	PM Out	Total Daily Hours
Sunday	—	—	—	—	—
Monday	8:00	12:00	1:00	5:00	8
Tuesday	—	—	1:00	5:00	4
Wednesday	8:00	12:00	1:00	5:00	8
Thursday	—	—	1:00	5:00	4
Friday	8:00	12:00	1:00	5:00	8
Saturday	—	—	—	—	—
<u>Lin Fong</u> Employee's Signature			<u>32</u> Total Hours		

1. Is this time sheet for the week of Feb. 3 to 9 or Feb. 9 to 15? \_\_\_\_\_
2. When is Lin's lunch break? \_\_\_\_\_ How long is it? \_\_\_\_\_
3. What days did Lin start work at 8:00? \_\_\_\_\_
4. What days did he only work in the afternoon? \_\_\_\_\_
5. How many hours did he work on Monday? \_\_\_\_\_
6. What days did he work full-time? \_\_\_\_\_
7. What were Lin's total hours for the week? \_\_\_\_\_
8. Who signs the time sheet? \_\_\_\_\_ Why? \_\_\_\_\_

**Practice 2**

Read about Suzanne Wong and then fill in her time sheet.

Suzanne is a teacher at the International Institute. Monday to Friday she taught a class from 12:15 to 2:15 in the afternoon. On Monday and Wednesday mornings, she did office work from 9:00 to 11:00. On Friday morning, she typed lessons and corrected papers from 9:00 to 11:00. Fill in Suzanne's time sheet for the week of February 3 to 9. You can sign Suzanne's name.

<b>TIME SHEET</b>					
<b>Employee</b>			<b>Pay Period Ending</b>		
	<b>IN</b>	<b>OUT</b>	<b>IN</b>	<b>OUT</b>	<b>Total Daily Hours</b>
Sun.					
Mon.					
Tues.					
Wed.					
Thur.					
Fri.					
Sat.					
<b>Employee's Signature</b>			<b>Total Hours</b>		