Time Sheet Tips

To fill out a time sheet, you'll need:

- The **number of hours** you've worked each day; it's a good idea to write these down **every day you work** so you'll remember when you have to do your time sheet

- For some employers, you'll need the time you **arrived** at and **left** work each day

- The **total number** of hours you worked

- The **dates** you worked

- The dates of any **sick** or **vacation days** you've taken