

Finezi

Weekly Time Report

WEEK ENDED (FRIDAY)

LAST NAME, FIRST NAME, MIDDLE INITIAL

CLIENT ID / OVERHEAD	TYPE	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
	R/T								
	O/T								
	R/T								
	O/T								
	R/T								
	O/T								
	R/T								
	O/T								
TOTAL HOURS									

NON-BILLABLE OVERHEAD CODES	
11110 Consultant Training	11120 Client Interview
11130 Recruiting Interview	11140 Holiday
11150 Vacation	11160 Illness
11170 Awaiting Assignment	11180 Unpaid Time

TO OUR CLIENT:
 Thank you for providing us the opportunity to serve you.
 Your approval of the hours ensures correct billing.

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Employee Signature

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Client Approval Signature