



# Reporting calendar

Hours and earnings for the week of: -----			Hours and earnings for the week of: -----		
	Hours	Earnings (gross)		Hours	Earnings (gross)
Sunday			Sunday		
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
Saturday			Saturday		
Total to report for this week :			Total to report for this week :		
Next report is due on this date : _____					

The reporting calendar shows two calendar weeks side by side. Each calendar week has three columns. The first column identifies the day of the week from Sunday to Saturday. The second column allows you to enter your hours for each day of the week, and the third column allows you to enter your earnings (gross – before deductions) for each day of the week. At the bottom of each week there are boxes to enter the totals and a line to enter the due date of your next report.

\*This calendar should only be used as a calculation tool and cannot be presented as an actual report.