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.