



Time Sheet

Name:			Total Hours Worked:		
Department:			Period Ending:		
Previous Week Not Previously Reported					
Date*	Time In	Time Out	Time In	Time Out	Total Hours
Current Pay Period - (i.e. 1st-15th, 16th-31st)					
Date*	Time In	Time Out	Time In	Time Out	Total Hours
<input type="radio"/> 1st <input type="radio"/> 16th					
<input type="radio"/> 2nd <input type="radio"/> 17th					
<input type="radio"/> 3rd <input type="radio"/> 18th					
<input type="radio"/> 4th <input type="radio"/> 19th					
<input type="radio"/> 5th <input type="radio"/> 20th					
<input type="radio"/> 6th <input type="radio"/> 21st					
<input type="radio"/> 7th <input type="radio"/> 22nd					
<input type="radio"/> 8th <input type="radio"/> 23rd					
<input type="radio"/> 9th <input type="radio"/> 24th					
<input type="radio"/> 10th <input type="radio"/> 25th					
<input type="radio"/> 11th <input type="radio"/> 26th					
<input type="radio"/> 12th <input type="radio"/> 27th					
<input type="radio"/> 13th <input type="radio"/> 28th					
<input type="radio"/> 14th <input type="radio"/> 29th					
<input type="radio"/> 15th <input type="radio"/> 30th					
<input type="radio"/> 31st					

By signing below, I certify that this time sheet has been completed by me & all entries are true and correct.

Employee Signature: _____

Received and Approved by

Supervisor Signature _____

*Date corresponds to the day of the month (i.e. is either May 1st or May 15th)