

LOCATION NAME: \_\_\_\_\_

Office Contact: \_\_\_\_\_

*Hourly Employee Time Sheet Summary*

EMPLOYEE Name/Dept: \_\_\_\_\_

Monthly *MUST* run on the 'set' workweek schedule & include last full week of month: \_\_\_\_\_  
Month|Year

Work Dates

**Week 1:** From: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Regular Hours: \_\_\_\_\_

Other Hours: \_\_\_\_\_

Total Hours: \_\_\_\_\_

**Week 2:** From: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Regular Hours: \_\_\_\_\_

Other Hours: \_\_\_\_\_

Total Hours: \_\_\_\_\_

**Week 3:** From: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Regular Hours: \_\_\_\_\_

Other Hours: \_\_\_\_\_

Total Hours: \_\_\_\_\_

**Week 4:** From: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Regular Hours: \_\_\_\_\_

Other Hours: \_\_\_\_\_

Total Hours: \_\_\_\_\_

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**Office use only.**

Pay Date: \_\_\_/\_\_\_/\_\_\_

Payment Method: [ ] IOI direct deposit [ ] Check  
Amount: \_\_\_\_\_

Payroll Calculated: \_\_\_/\_\_\_/\_\_\_ Check #: \_\_\_\_\_

By: \_\_\_\_\_

Record Use of Sick/Vac/Holiday/Jury Duty/Leave on Timesheet by Day using CODE

Overtime is due on a per week basis for hours worked over 40 in that week. *Sick & leave & meal breaks are not hours worked*

Louisiana FINAL PAY rule requires all wages owed within 15 days of separation, or at next regular paydate, whichever is *Sooner*  
Dept. of Labor requires that Time records must be available for at least a 3 year look-back period under Wage & Hour law.

*Record Use of Sick/Vac/Holiday/Jury Duty/Leave by Day using CODE / additional comments in Notes section*

**NAME:** \_\_\_\_\_ **DEPT:** \_\_\_\_\_ **Month/Year:** \_\_\_\_\_

**Sun** \_\_\_/\_\_\_/\_\_\_ Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Minus Meal Period:\_\_\_\_\_ Total hours worked:\_\_\_\_\_   
 Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Other hours w/ Code:\_\_\_\_\_

**Mon** \_\_\_/\_\_\_/\_\_\_ Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Minus Meal Period:\_\_\_\_\_ Total daily hours:\_\_\_\_\_   
 Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Other hours w/ Code:\_\_\_\_\_

**Tues** \_\_\_/\_\_\_/\_\_\_ Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Minus Meal Period:\_\_\_\_\_ Total daily hours:\_\_\_\_\_   
 Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Other hours w/ Code:\_\_\_\_\_

**Wed** \_\_\_/\_\_\_/\_\_\_ Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Minus Meal Period:\_\_\_\_\_ Total daily hours:\_\_\_\_\_   
 Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Other hours w/ Code:\_\_\_\_\_

**Thurs** \_\_\_/\_\_\_/\_\_\_ Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Minus Meal Period:\_\_\_\_\_ Total daily hours:\_\_\_\_\_   
 Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Other hours w/ Code:\_\_\_\_\_

**Fri** \_\_\_/\_\_\_/\_\_\_ Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Minus Meal Period:\_\_\_\_\_ Total daily hours:\_\_\_\_\_   
 Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Other hours w/ Code:\_\_\_\_\_

**Sat** \_\_\_/\_\_\_/\_\_\_ Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Minus Meal Period:\_\_\_\_\_ Total daily hours:\_\_\_\_\_   
 Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Other hours w/ Code:\_\_\_\_\_

Notes: \_\_\_\_\_

**WEEKLY TOTALS: REG** \_\_\_\_\_ **Sick:** \_\_\_\_\_ **Vac:** \_\_\_\_\_ **Holiday:** \_\_\_\_\_ **O/T:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**SIGNATURES/ Ee:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **DEPT:** \_\_\_\_\_ **Month/Year:** \_\_\_\_\_

**Sun** \_\_\_/\_\_\_/\_\_\_ Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Minus Meal Period:\_\_\_\_\_ Total daily hours:\_\_\_\_\_   
 Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Other hours w/ Code:\_\_\_\_\_

**Mon** \_\_\_/\_\_\_/\_\_\_ Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Minus Meal Period:\_\_\_\_\_ Total daily hours:\_\_\_\_\_   
 Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Other hours w/ Code:\_\_\_\_\_

**Tues** \_\_\_/\_\_\_/\_\_\_ Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Minus Meal Period:\_\_\_\_\_ Total daily hours:\_\_\_\_\_   
 Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Other hours w/ Code:\_\_\_\_\_

**Wed** \_\_\_/\_\_\_/\_\_\_ Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Minus Meal Period:\_\_\_\_\_ Total daily hours:\_\_\_\_\_   
 Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Other hours w/ Code:\_\_\_\_\_

**Thurs** \_\_\_/\_\_\_/\_\_\_ Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Minus Meal Period:\_\_\_\_\_ Total daily hours:\_\_\_\_\_   
 Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Other hours w/ Code:\_\_\_\_\_

**Fri** \_\_\_/\_\_\_/\_\_\_ Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Minus Meal Period:\_\_\_\_\_ Total daily hours:\_\_\_\_\_   
 Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Other hours w/ Code:\_\_\_\_\_

**Sat** \_\_\_/\_\_\_/\_\_\_ Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Minus Meal Period:\_\_\_\_\_ Total daily hours:\_\_\_\_\_   
 Time in: \_\_:\_\_\_ Time out: \_\_:\_\_\_ Other hours w/ Code:\_\_\_\_\_

Notes: \_\_\_\_\_

**WEEKLY TOTALS: REG** \_\_\_\_\_ **Sick:** \_\_\_\_\_ **Vac:** \_\_\_\_\_ **Holiday:** \_\_\_\_\_ **O/T:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**SIGNATURES/ Ee:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

*Record Use of Sick/Vac/Holiday/Jury Duty/Leave by Day using CODE / additional comments in Notes section*