

Pay Period Ending Date: \_\_\_\_\_

# EMPLOYEE TIME SHEET

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

WK #								Total Hrs
1	Date	In	Out		In	Out	Notes	Paid
Sun								
<b>Mon</b>				L				
<b>Tues</b>				U				
<b>Wed</b>				N				
<b>Thurs</b>				C				
<b>Fri</b>				H				
Sat								
							Weekly Subtotal	
Please round your hours to the nearest 15 minute increment								
							Weekly ST Total	
							Weekly OT Total	

WK #								Total Hrs
2	Date	In	Out		In	Out	Notes	Paid
Sun								
<b>Mon</b>				L				
<b>Tues</b>				U				
<b>Wed</b>				N				
<b>Thurs</b>				C				
<b>Fri</b>				H				
Sat								
							Weekly Subtotal	
Please round your hours to the nearest 15 minute increment								

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Note:** Each work week starts on a Sunday & ends on a Saturday. The Pay Period is a two week period as shown above. Overtime (paid at time-and-a-half) is paid for hours WORKED over 40 each work week.

Weekly ST Total	
Weekly OT Total	
<b>For Payroll Use Only</b>	
<b>Pay Period ST</b>	
<b>Pay Period OT</b>	