

# TIME SHEET

EMPLOYEE NAME:

ID#:

HOME DEPT:

Time Sheets are due to  
Payroll by : Friday Oct 08th

PAYROLL PERIOD: FROM: TO:

\*OTHER CODES: V=VACATION, P=PERSONAL, S=SICK, F=FUNERAL, U=UNPAID, VB=VACATION BREAK

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	TOTAL HOURS	OTHER	COMMENTS
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
SUBTOTAL							

Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
SUBTOTAL							

GRAND TOTAL

DEPT	INPUT HOURS						TOTAL
	REG	VAC	SICK	PERS	HOLI	OTHER	

I CERTIFY THAT THIS INFORMATION IS CORRECT.

APPROVAL

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date