

PAYROLL TIME SHEET

Employee _____ Signature _____

Supervisor Signature _____

PAY PERIOD BEGINNING _____ PAY PERIOD ENDING _____

DAY	DATE	IN	OUT	IN	OUT	TOTAL HRS. WORKED
<i>SATURDAY</i>						
<i>SUNDAY</i>						
<i>MONDAY</i>						
<i>TUESDAY</i>						
<i>WEDNESDAY</i>						
<i>THURSDAY</i>						
<i>FRIDAY</i>						
					<i>Weekly Total</i>	
<i>SATURDAY</i>						
<i>SUNDAY</i>						
<i>MONDAY</i>						
<i>TUESDAY</i>						
<i>WEDNESDAY</i>						
<i>THURSDAY</i>						
<i>FRIDAY</i>						
					<i>Weekly Total</i>	

AL= Annual Leave

SL= Sick Leave

FT= Flex Time

<i>Regular Hours Worked:</i>	
<i>Holiday Hours Worked:</i>	
<i>Overtime Hours Worked:</i>	
<i>AL:</i>	
<i>SL:</i>	
<i>FT:</i>	
<i>Total:</i>	

