Employee's Signature/Date:

no payment for that pay period.

ployee 1	Sun 18 - 25	Mon 19 - 26	Tue 20 - 27	Wed 21 - 28	Thu 22 - 01	Fri 23 - 02	Sat 24 - 03		
Γime In									
Time Out								Total	
Reg Hrs									
Diff Hrs									
OverTime Hrs									
Holiday Hrs									
Vacation Hrs									
Sick Hrs									
Personal									
Comp Hrs									

Employee is responsible for the completion, verification and submission of timecard data sheet. Failure to do so may cause a delay, partial and/or

Authorization Signature/Date:

Payroll Timesheet for Period 02/18/2018 - 03/03/2018 **Employee** Sun Wed Thu Fri Mon Tue Sat 4444 18 - 25 19 - 26 20 - 27 21 - 28 22 - 01 23 - 02 24 - 03 Time In **Time Out Total Reg Hrs Diff Hrs OverTime Hrs Holiday Hrs Vacation Hrs** Sick Hrs **Personal Comp Hrs**

Remarks		

Employee's Signature/Date: Authorization Signature/Date:

Employee is responsible for the completion, verification and submission of timecard data sheet. Failure to do so may cause a delay, partial and/or no payment for that pay period.

Time Out			24 - 03	23 - 02	22 - 01	21 - 28	20 - 27	19 - 26	18 - 25	55
Reg Hrs										Time In
Diff Hrs	otal	Tot								Time Out
OverTime Hrs										Reg Hrs
OverTime Hrs							[Diff Hrs
Vacation Hrs										OverTime Hrs
Sick Hrs										Holiday Hrs
										Vacation Hrs
Personal										Sick Hrs
										Personal
Comp Hrs										Comp Hrs