

02-08-2018 16:22:30

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.

1

Payroll Timesheet for Period 02/18/2018 - 03/03/2018

Employee 1111	Sun 18 - 25	Mon 19 - 26	Tue 20 - 27	Wed 21 - 28	Thu 22 - 01	Fri 23 - 02	Sat 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: _____

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4

Payroll Timesheet for Period 02/18/2018 - 03/03/2018

Employee 4444	Sun 18 - 25	Mon 19 - 26	Tue 20 - 27	Wed 21 - 28	Thu 22 - 01	Fri 23 - 02	Sat 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: _____

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Payroll Timesheet for Period 02/18/2018 - 03/03/2018

5

Employee
5555

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

Total

Remarks

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