

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

BEGINNING MONTH / ENDING MONTH BUILDING/ DEPARTMENT  
MONTH YEAR MONTH YEAR MONTH YEAR

DAY OF MONTH	SECTION ONE SCHEDULED HOURS  Enter your scheduled hours in this column.	SECTION TWO Record additional hours worked in this section.			SECTION THREE If you did not work your full schedule for the day record your time off (paid and unpaid) in this section.								For Payroll Use Only
		ADDL HOURS	OVER TIME HOURS	COMP TIME EARNED	LEAVE W/O PAY	SICK LEAVE	PRSNL LEAVE	COMP TIME USED	VAC LEAVE	BRVMT LEAVE	HLDY PAY	JURY DUTY	
16th													Always enter your scheduled hours (pay that is spread over 12 months) in the first column
17th													
18th													
19th													
20th													
21st													Thanksgiving week. Non work days for this employee
22nd													
23rd													
24th													
25th													
26th													If you earn Holiday pay enter here. Thanksgiving Holiday.
27th													
28th													Supervisor approved 2 extra hours that day and employee took as comp time earned
29th													
30th													
31st													Supervisor approved 1 extra hour for the day.
1st													
2nd													
3rd													Supervisor approved employee to leave an hour early. Used comp time earned.
4th													
5th													
6th													Called in Sick.
7th													
8th													
9th													
10th													
11th													
12th													
13th													
14th													
15th													
TOTAL													

I certify that the information furnished on this time sheet is true and correct. I am aware that this time sheet is subject to audit and that any false information may result in disciplinary action.

Employee's Signature	Date	Supervisor's Signature	Date
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