Ø5 ? 9 Ø5 B8 ୍ &+& - TIME SHEET

\*\* IMPORTANT: Time Sheets are due on the 15th of each month.\*\* Pay Period Start: 16th of each month. Pay Period End: 15th of each month

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## POSITION

BEGINN MONTH	ING MONTH	/ I YEAR	END MON	тн	/ NTH YE	AR								
DAY	SECTION ONE SCHEDULED HOURS	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 secion.								For Payroll Use Only	
MONTH		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	Use Only	
16th														
17th														
18th														
19th														
20th 21st														
213t 22nd														
23rd														
24th														
25th														
26th 27th														
28th														
29th														
30th														
31st														
1st														
2nd														
3rd 4th														
5th														
6th														
7th														
8th														
9th														
10th														
11th 12th														
12th														
14th														
15th														
TOTAL														
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Employe	e's Signature	9	te	Sup	Supervisor's Signature						Date			