

TIME SHEETS ARE DUE ON:
April 30, 2012
 BY 4:30 p.m.

Employee

Employee ID#

Department

Month of **APRIL 2012**

							WEEKS	TOTALS
							Regular	Overtime
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Date	4/1	4/2	4/3	4/4	4/5	4/6	4/7	
Hours								
Date	4/8	4/9	4/10	4/11	4/12	4/13	4/14	
Hours	EASTER							
Date	4/15	4/16	4/17	4/18	4/19	4/20	4/21	
Hours								
Date	4/22	4/23	4/24	4/25	4/26	4/27	4/28	
Hours								
Date	4/29	4/30						
Hours		PAY DAY!						
I VERIFY THAT I HAVE REPORTED ALL HOURS WORKED AND THAT THE HOURS REPORTED ABOVE ARE ACCURATE.								
							Month	
							TOTAL	
							Regular	Overtime

_____ Sick Leave

_____ Vacation Leave

_____ Personal Leave

_____ Holiday Leave

_____ LWOP

_____ Other

VERIFIED: Employee Signature

Date

APPROVED: Supervisor Signature

Date

SUPERVISOR: Print Name

*Both Employee AND Supervisor MUST sign AND date the time sheet prior to turning in to Payroll Department.

PLEASE DO NOT WRITE BELOW THIS LINE