

TIME SHEETS ARE DUE ON:
May 31, 2012
 BY 4:30 p.m.

Employee _____
 Employee ID# _____
 Department _____
 Month of **MAY 2012**

							WEEKS	TOTALS
							Regular	Overtime
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Date		5/1	5/2	5/3	5/4	5/5		
Hours								
Date	5/6	5/7	5/8	5/9	5/10	5/11	5/12	
Hours								
Date	5/13	5/14	5/15	5/16	5/17	5/18	5/19	
Hours								
Date	5/20	5/21	5/22	5/23	5/24	5/25	5/26	
Hours								
Date	5/27	5/28	5/29	5/30	5/31			
Hours		HOLIDAY		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*****