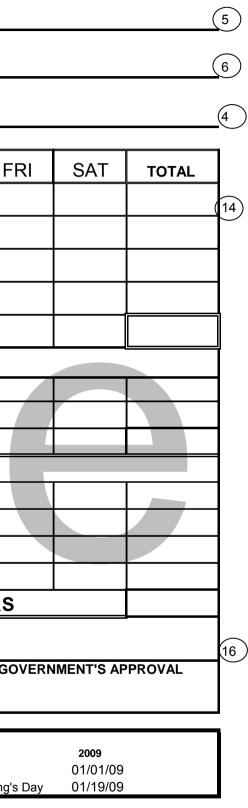
pla-inum

1)EMPLOYEE NAME:					TIMESHEET Pay Period Start Date:										
	-						ТІМЕ		ENTS						
2 DEPT# :				15 mins= .25							Pay Period End Date:				
3	LOCATION :							0 mins= .5 5 mins= .7					POS		
	DAY OF WEEK	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	Т⊦	IUR	
$\overline{7}$															
8	LUNCH-OUT														
	LUNCH-IN														
\sim	TIME OUT														
(11)	TOTAL HOURS														
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(12	РТО														
13	HOLIDAY														
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(15			_	Comments							-			_	
Ŭ	EMPLOYEE SIGN	ATURE	PL	EASE FAX	SIGNED TIM	MESHEET T	O 1_877_21	3_1510 BY		OLLOWING	THE WEEK	WORK CO	MPLE [.]	TED.	G
	Period Start Date	Period End Date		Period Start Date	Period End Date		Period Start Date	Period End Date		Period Start Date	Period End Date			deral idays	
	12/21/08			03/29/09			07/05/09	07/18/09	1	10/11/09				Year's D)ay
	01/04/09	01/17/09		04/12/09	04/25/09		07/19/09	08/01/09		10/25/09	11/07/09		Martir	n Luther	Kinç
	1. Enter your full name 7. Enter y		7. Enter you					12. Record the number of hours used for						15.	
	 Will be provided by Platinum Enter you Enter your work location Enter you Enter your position Enter you 							8 Enter voi	Paid Time Off (PTO) for that day						sub app
								13. Record the number of hours used for						you	
				9. Enter you	ur tuime retu	rning from lu	Inch		Federal Holiday leave if not worked						oft as
				10. Enter yo	ter you time leaving for the day					14. At the end of the week, add Total Hours across and enter a total. Add the total hours					case and
				ne number of hours actually worked				in each of the rows to calculate the total							
	6. Enter the Pay Period End Date performed				nd the total. This MUST be laily				hours for the week. The sum of all entries in the Total Hours colunm must equal the sum						16. gov

of all entries in the Total Hours row.

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Sign your timesheet before omittal to your supervisor for proval.You must not sign ur timesheet prior to the end the pay period unless you have scheduled absence. In that se you may complete and d sign in advance

16. Turn it into the designated government supervisor for signature prior to submission to Platinum