



TIMESHEET

EMPLOYEE NAME: \_\_\_\_\_

Pay Period Start Date: \_\_\_\_\_

DEPT# : \_\_\_\_\_

TIME INCREMENTS

15 mins= .25

Pay Period End Date: \_\_\_\_\_

30 mins= .50

LOCATION : \_\_\_\_\_

45 mins= .75

POSITION: \_\_\_\_\_

Table with columns for DAY OF WEEK (SUN-SAT) and rows for TIME IN, LUNCH-OUT, LUNCH-IN, TIME OUT, TOTAL HOURS, PGR/ON-CALL, CALL BACK, PTO, HOLIDAY, G&A, OHD.

TOTAL HOURS

Comments \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_ SUPERVISOR'S/GOVERNMENT'S APPROVAL \_\_\_\_\_

PLEASE FAX SIGNED TIMESHEET TO 1\_877\_213\_1510 BY CLOSE OF BUSINESS THE MONDAY FOLLOWING THE PAYPERIOD COMPLETED.

Table with columns for Period Start Date, Period End Date, Federal Holidays (date of observance) 2020, and a list of holidays including New Year's Day, Martin Luther King's Day, etc.