

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: _____

DAY OF WEEK	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
ENTER DATES															
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.

Period Start Date	Period End Date	Period Start Date	Period End Date	Period Start Date	Period End Date	Period Start Date	Period End Date	Federal Holidays (date of observance)	2023
12/18/22	12/31/22	03/26/23	04/08/23	07/02/23	07/15/23	09/24/23	10/07/23	New Year's Day	01/02/23
01/01/23	01/14/23	04/09/23	04/22/23	07/16/23	07/29/23	10/08/23	10/21/23	Martin Luther King's Day	01/16/23
01/15/23	01/28/23	04/23/23	05/06/23	07/30/23	08/12/23	10/22/23	11/04/23	President's Day	02/20/23
01/29/23	02/11/23	05/07/23	05/20/23	08/13/23	08/26/23	11/05/23	11/18/23	Memorial Day	05/29/23
02/12/23	02/25/23	05/21/23	06/03/23	08/27/23	09/09/23	11/19/23	12/02/23	Juneteenth	06/19/23
02/26/23	03/11/23	06/04/23	06/17/23	09/10/23	09/23/23	12/03/23	12/16/23	Independence Day	07/04/23
03/12/23	03/25/23	06/18/23	07/01/23					Labor Day	09/04/23
								Columbus Day	10/09/23
								Veterans' Day	11/10/23
								Thanksgiving Day	11/23/23
								Christmas Day	12/25/23