

Vietnam Veterans of America – Bi-Weekly Time Sheet

Name: _____

For the Two Week Period: From: _____ To: _____

| DATE | WORKING HOURS CREDITED | | | | | | HOURS DEDUCTED | | | | | COMMENTS |
|---------------|------------------------|-----|---------------|---------|---------|-------|----------------|------------|--------------|-----------|-----------------|----------|
| | TIME | | REGULAR HOURS | COMP/OT | HOLIDAY | OTHER | PERSONAL LEAVE | SICK LEAVE | ANNUAL LEAVE | COMP TIME | SEE NOTE/ OTHER | |
| | IN | OUT | | | | | | | | | | |
| S | | | | | | | | | | | | |
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| F | | | | | | | | | | | | |
| TOTALS | | | | | | | | | | | | |

*Work week is from Saturday thru Friday

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____