

MONTHLY TIME SHEET

NAME: _____

MONTH: _____

Date	Day	In for Day	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Out for Day	Hrs Wkld	OT Hours	S	V	OH	Comp. Hours (-)Off, (+)Worked	Remarks
	Mon																
	Tues																
	Wed																
	Thurs																
	Fri																
	Sat																
	Sun																
	Mon																
	Tues																
	Wed																
	Thurs																
	Fri																
	Sat																
	Sun																
	Mon																
	Tues																
	Wed																
	Thurs																
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	Sun																
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	Wed																
	Thurs																
	Fri																
	Sat																
	Sun																
	Mon																
	Tues																
	Wed																
	Thurs																
	Fri																
	Sat																
	Sun																

Please total the hours:

0

0

If you have worked in excess of your regularly scheduled hours, you must notify your supervisor immediately and complete the approval form and biweekly time sheets. Overtime must be paid on a biweekly basis.

Hrs are reported and pd in the nearest tenth of an hour as follows:

1-6 min = .1

19-24 min = .4

37-42 min = .7