



T 1_877_578_2331
F 1_877_471_2502

TIMESHEET

EMPLOYEE NAME: _____

Pay Period Start Date: _____

DEPT#: _____

TIME INCREMENTS

15 mins= .25

30 mins= .50

45 mins= .75

Pay Period End Date: _____

LOCATION: _____

POSITION: _____

| DAY OF WEEK | SUN | MON | TUE | WED | THUR | FRI | SAT | SUN | MON | TUE | WED | THUR | FRI | SAT | TOTAL |
|--------------------|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|------|-----|-----|-------|
| <i>ENTER DATES</i> | | | | | | | | | | | | | | | |
| 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_471_2502 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) | 2024 |
|-------------------|-----------------|-------------------|-----------------|-------------------|-----------------|-------------------|-----------------|---------------------------------------|----------|
| 12/17/2023 | 12/30/2023 | 3/24/2024 | 4/6/2024 | 6/30/2024 | 7/13/2024 | 9/22/2024 | 10/5/2024 | New Year's Day | 01/01/24 |
| 12/31/2023 | 1/13/2024 | 4/7/2024 | 4/20/2024 | 7/14/2024 | 7/27/2024 | 10/6/2024 | 10/19/2024 | Martin Luther King's Day | 01/15/24 |
| 1/14/2024 | 1/27/2024 | 4/21/2024 | 5/4/2024 | 7/28/2024 | 8/10/2024 | 10/20/2024 | 11/2/2024 | President's Day | 02/19/24 |
| 1/28/2024 | 2/10/2024 | 5/5/2024 | 5/18/2024 | 8/11/2024 | 8/24/2024 | 11/3/2024 | 11/16/2024 | Memorial Day | 05/27/24 |
| 2/11/2024 | 2/24/2024 | 5/19/2024 | 6/1/2024 | 8/25/2024 | 9/7/2024 | 11/17/2024 | 11/30/2024 | Independence Day | 07/04/24 |
| 2/25/2024 | 3/9/2024 | 6/2/2024 | 6/15/2024 | 9/8/2024 | 9/21/2024 | 12/1/2024 | 12/14/2024 | Labor Day | 09/02/24 |
| 3/10/2024 | 3/23/2024 | 6/16/2024 | 6/29/2024 | | | | | Columbus Day | 10/14/24 |
| | | | | | | | | Veterans's Day | 11/11/24 |
| | | | | | | | | Thanksgiving Day | 11/28/24 |
| | | | | | | | | Christmas Day | 12/25/24 |