

Employee Time Sheet

Employee Name: _____

Dates of Pay Period: _____

Scheduled Work Hours: _____

Date	Start Time	End Time	Lunch Out	Lunch In	Sick/Vac Used	Holiday/Other Leave Used	Overtime/Comp Hours Earned	Total Hours Worked
Mon								
Tue								
Wed								
Thur								
Fri								
Mon								
Tue								
Wed								
Thur								
Fri								
BI-WEEKLY TOTALS								

Please record the time you left for lunch and the time you return. Lunch is ½ hour only and is not a paid lunch break.

Description	Available	Earned	Used	Total
Sick				
Vacation				
Comp Time				

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____