

TIME SHEET

Name: _____

Pay Period Dates: _____

	DATE	Time In	Time Out	Time In	Time Out	Dept	Total Hours
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
	DEPT#	Child Care	PMO	MOPS		TOTAL HOURS	
		5086	9101	5207			

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

- Time Sheets are due on the 6th and 21st of each month. Time Sheets turned in after 3 days of end of pay period will be paid on the next pay period.
- Please Total Hours. Breakout any vacation and/or sick hours on line above Total Hours.
- Time Sheets must be signed and dated by BOTH employee and supervisor, place in Payroll Mailbox within 3-days of the 6th & 21st of each month.
- BREAKS: between 3 1/2 and 6 hours of work = one 10 minute paid break, after 4 hours 59 minutes of work you must take a 30 minute non-paid break and reflect on your time sheet
- A \$25 service fee will be charged to employee to produce a check after payroll has been processed.
- Overtime MUST be approved by supervisor **in writing before taken.**
- **By signing your time sheet, the employee is agreeing that these are their actual/true hours and I was afforded all my break and lunch times.**