



Employee: \_\_\_\_\_  
 Position \_\_\_\_\_  
 Location \_\_\_\_\_ EMP ID# \_\_\_\_\_

Business Office Use Only:  
 Payroll Ending Date \_\_\_\_\_  
 Payroll Date \_\_\_\_\_

Week 1	Date	Start Time	End Time	Regular Hours	Start Time	End Time	Overtime Hours (over 40 hrs)	Snow Day ? (hourly only)	Reason for Overtime / Work Performed
Wed									
Thurs									
Fri									
Sat									
Sun									
Mon									
Tues									

Week 2	Date	Start Time	End Time	Regular Hours	Start Time	End Time	Overtime Hours (over 40 hrs)	Snow Day ? (hourly only)	Reason for Overtime / Work Performed
Wed									
Thurs									
Fri									
Sat									
Sun									
Mon									
Tues									

Business Office Use Only:

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Total Regular Hrs:			
Total Overtime Hrs:			

Total Pay: \_\_\_\_\_

Account Code \_\_\_\_\_