# WAGE EMPLOYEE TIME SHEET

Employee Name: <u>Brandon Amos</u>

ID Number: <u>1234-56789</u>

| | | | | | |
|---|---|---|---|---|---|
| Pay period #1 | 12/16 – 12/31 | ☐ | Pay period #13 | 06/16 – 06/30 | ☐ |
| Pay period #2 | 01/01 – 01/15 | ☐ | Pay period #14 | 07/01 – 07/15 | ☐ |
| Pay period #3 | 01/16 – 01/31 | ☐ | Pay period #15 | 07/16 – 07/31 | ☐ |
| Pay period #4 | 02/01 – 02/15 | ☒ | Pay period #16 | 08/01 – 08/15 | ☐ |
| Pay period #5 | 02/16 – 02/28 | ☐ | Pay period #17 | 08/16 – 08/31 | ☐ |
| Pay period #6 | 03/01 – 03/15 | ☐ | Pay period #18 | 09/01 – 09/15 | ☐ |
| Pay period #7 | 03/16 – 03/31 | ☐ | Pay period #19 | 09/16 – 09/30 | ☐ |
| Pay period #8 | 04/01 – 04/15 | ☐ | Pay period #20 | 10/01 – 10/15 | ☐ |
| Pay period #9 | 04/16 – 04/30 | ☐ | Pay period #21 | 10/16 – 10/31 | ☐ |
| Pay period #10 | 05/01 – 05/15 | ☐ | Pay period #22 | 11/01 – 11/15 | ☐ |
| Pay period #11 | 05/16 – 05/31 | ☐ | Pay period #23 | 11/16 – 11/30 | ☐ |
| Pay period #12 | 06/01 – 06/15 | ☐ | Pay period #24 | 12/01 – 12/15 | ☐ |

YEAR: <u>2013</u>

| Begin Date | End Date | Sat | Sun | Mon | Tue | Wed | Thur | Fri | TOTAL | Signature of Employee | Initials of Supervisor |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 02/01 | 02/01 | | | | | | | 1.25 | 1.25 | *Signature!* | |
| 02/02 | 02/08 | 8.75 | 5.00 | 0.50 | 1.00 | 1.00 | 1.50 | 0.00 | 17.75 | *Signature!* | |
| 02/09 | 02/15 | 2.00 | 3.50 | 4.50 | 0.00 | 0.00 | 1.50 | 1.25 | 12.75 | *Signature!* | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

TOTAL HOURS     31.75

Hours Certified By: *Signature!*

_____     February 16, 2013
*Employee Signature*                          *Date*

_____
*Supervisor Signature*                          *Date*

THIS FORM MUST BE RETURNED NO LATER THAN NOON ON THE 1ST AND 16TH OF EACH MONTH.
Time records submitted after these deadlines will not be processed until the next pay period.

ENTERED BY _____ DATE _____