

Name _____ (Please print clearly)

Department _____ Month _____

PLEASE RETURN TO PAYROLL BY THE END OF THE DAY ON THE 15th!

According to WV state law, any work period over 6 hours must show a minimum 30 minute meal break

If you are taking time off, it must be indicated in the appropriate "Time Off" column "V", "S" or "H"

 To record Holiday hours NOT worked, indicate in column "H" only

Enter time as "hours:minutes" followed by a "space" and either "a" for AM or "p" for PM. For example: "1 p" OR "1:30 a"

Date	Time Worked				Reg. Hours Subtotal	Time Off			Total Hours
	Start Time	End Time	Start Time	End Time		V	S	H	
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

Totals					
---------------	--	--	--	--	--

Total REGULAR Hrs.
Total VACATION Hrs.
Total SICK Hrs.
Total HOLIDAY Hrs.
GRAND TOTAL HOURS
For office use only
This pay period WILL BE PAID ON THE 5th of the following month.
*If the 5th falls on a weekend or holiday,
pay will be issued the business day prior*

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____