

Weekly Time Sheet

This record is to be filled out daily and turned in at the Business Office on Monday before 10:00 a.m. following the pay period. The time listed should be for the previous two weeks.

Use the following code for any missed time:

H - Holiday S - Sick V - Vacation A - Absent

Date	In	Out/Returned (Lunch)	Out	Total Hours

Total Hours for Week _____

Above is a true statement of hours worked for Lees-McRae College:

Employee's Name Printed _____

Employee's Signature _____

To the best of my knowledge, the above accurately reflects the time worked by the employee:

Supervisor's Name Printed _____

Supervisor's Signature _____