

CLARK COUNTY ESC EMPLOYEE TIMESHEET

Please list dates and actual hours worked to the nearest quarter hour. If using leave time, please list what type of leave is to be used.

ALL TIMESHEETS MUST BE SUBMITTED EVERY FRIDAY BY 5:00 PM. Failure to do so could result in nonpayment for that pay period.

Any additional time on this timesheet will be considered Compensatory time to be tracked by the supervisor so they may monitor that time & its use.

Week of: _____

DAY of Week	Date	IN	Out to Lunch	In from Lunch	OUT	Total Worked Hours	Total LEAVE HRS used	TYPE OF LEAVE USED Sick, Personal, Professional, Calamity, Vacation, Bereavement (can only be used for immediate family)
Mon.								
Tues.								
Wed.								
Thurs.								
Fri.								
			Total hrs for week					

Employee Printed Name & Signature _____

Dated _____

Supervisor Approval _____

Dated _____

PLEASE NOTE: Those on hourly pay are paid in arrears.

Pay for Extra or Additional time will need a 'Miscellaneous Timesheet' filled out & supervisor approval to receive payment.