



ATTENDANCE TIME SHEET

Employee's Name _____

No _____ Pay Period Ending _____

	Regular	Holiday	Vacation	PTO	Comp*	Total
MON						
TUE						
WED						
THU						
FRI						

MON						
TUE						
WED						
THU						
FRI						
Total						

NOTE: PAY PERIODS END ON THE SATURDAY BEFORE EACH PAY CHECK DATE.

RETURN THIS SHEET TO THE ACCOUNTING OFFICE NO LATER THAN THE MONDAY MORNING AFTER THE PAY PERIOD ENDING DATE.

***CAN NOT EXCEED 4 HOURS PER DAY**