

Name:

Payroll Period:

Day of Week	Date	Time Worked From	Time Worked To	Number of Hours Worked	Adjusted Hours to Report	Adjusted Hours Entry
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Total Hours						

Day of Week	Date	Time Worked From	Time Worked To	Number of Hours Worked	Adjusted Hours to Report	Adjusted Hours Entry
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Total Hours						

Day of Week	Date	Time Worked From	Time Worked To	Number of Hours Worked	Adjusted Hours to Report	Adjusted Hours Entry
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Total Hours						

Staff Signature

Supervisor's Signature