

TIME REPORT

| HOURS | WEEK 1 | | | | | | | WEEK TOTAL | WEEK 2 | | | | | | | WEEK TOTAL | PAY PERIOD TOTAL |
|---------|--------|---|---|---|---|---|---|------------|--------|---|---|---|---|---|---|------------|------------------|
| | S | M | T | W | T | F | S | | S | M | T | W | T | F | S | | |
| REGULAR | | | | | | | | | | | | | | | | | |
| EXTRA | | | | | | | | | | | | | | | | | |
| HOLIDAY | | | | | | | | | | | | | | | | | |
| PTO | | | | | | | | | | | | | | | | | |
| FUNERAL | | | | | | | | | | | | | | | | | |
| WEATHER | | | | | | | | | | | | | | | | | |
| JURY | | | | | | | | | | | | | | | | | |
| ESTA | | | | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | | | | |

This is a true statement for the pay period indicated above.

EMPLOYEE SIGNATURE

APPROVED BY:

SUPERVISOR

HOURS

TIME REPORT

| HOURS | WEEK 1 | | | | | | | WEEK TOTAL | WEEK 2 | | | | | | | WEEK TOTAL | PAY PERIOD TOTAL |
|---------|--------|---|---|---|---|---|---|------------|--------|---|---|---|---|---|---|------------|------------------|
| | S | M | T | W | T | F | S | | S | M | T | W | T | F | S | | |
| REGULAR | | | | | | | | | | | | | | | | | |
| EXTRA | | | | | | | | | | | | | | | | | |
| HOLIDAY | | | | | | | | | | | | | | | | | |
| PTO | | | | | | | | | | | | | | | | | |
| FUNERAL | | | | | | | | | | | | | | | | | |
| WEATHER | | | | | | | | | | | | | | | | | |
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