



# Time Sheet Record

**Employee Name & Signature:**

**Title:**

**Department:**

**Director/Supervisor Name & Signature:**

Date:

Pay Period:

to Pay Period:

**TIMESHEET DUE BY THE FRIDAY FOLLOWING THE PAY PERIOD**

Day of the Week	Date	Activity	Leave Information	Number of Hours (Worked or Taken)	Total Number of Overtime Hours (Calculate at 1.5 or double time)	Number of OT Hours to Bank	Number of OT Hours to Pay

Comments: