

# Contractual Employee Timesheet

## 2023-2024



**Business Office Use Only:**

Payroll Ending Date

Payroll Date

Employee: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 EMP ID#: \_\_\_\_\_

Week 1	Date	Start Time	End Time	Regular Hours	Start Time	End Time	Overtime Hours	Snow Day ? (reg rate)	Reason for Overtime / Work Performed	PTO Used
Mon										
Tues										
Wed										
Thurs										
Fri										
Sat										
Sun										
			Total		Total					

Week 2	Date	Start Time	End Time	Regular Hours	Start Time	End Time	Overtime Hours	Snow Day ? (reg rate)	Reason for Overtime / Work Performed	PTO Used
Mon										
Tues										
Wed										
Thurs										
Fri										
Sat										
Sun										
			Total		Total					

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Business Office Use Only:</b>	
Total Regular Hrs:	_____
Total Overtime Hrs:	_____
Total Pay:	_____
Account Code	_____