



HOURLY Employee Time-Sheet (HR-16.3)
1st - 15th

Name _____ *Please print clearly*

Department _____

PLEASE RETURN TO PAYROLL BY THE END OF THE DAY ON THE 15th!
According to WV state law, any work period over 6 hours must show a minimum 30 minute meal break.

If you are taking time off, it must be indicated with a V(vacation) or S(sick) and the number of hours taken

Month	Date	Time Worked				Hours Subtotal	Time Off			Total Hours
		Start Time	End Time	Start Time	End Time		V	S	Hours	
	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
						Total REGULAR Hrs.				
						Total VACATION Hrs.				
						Total SICK Hrs.				
						OTHER Hrs:				
						GRAND TOTAL HOURS				

This pay period WILL BE PAID ON THE 20th of the month.
(If the 20th falls on a weekend or holiday, pay will be issued the business day prior)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____