

Name \_\_\_\_\_ (Please print clearly)

Department \_\_\_\_\_ Month \_\_\_\_\_

**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 in the appropriate "Time Off" column "V", "S" or "H"

 To record Holiday hours NOT worked, indicate in column "H" only

Enter time as "hours:minutes" followed by a "space" and either "a" for AM or "p" for PM. For example: "1 p" OR "1:30 a"

Date	Time Worked				Reg. Hours Subtotal	Time Off			Total Hours
	Start Time	End Time	Start Time	End Time		V	S	H	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
<b>Totals</b>									

**Total REGULAR Hrs.**
**Total VACATION Hrs.**
**Total SICK Hrs.**
**Total HOLIDAY Hrs.**
**GRAND TOTAL HOURS**

For office use only

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: \_\_\_\_\_