



MANUAL TIME SHEET

REVISED

(INCLUDE ALL HOURS WORKED IN PAY PERIOD)

| | | |
|-------------------|--|---------------------|
| PAYROLL BW# _____ | PAY PERIOD DATES: ____/____/____ through ____/____/____ <small style="text-align: center;">DD MMM YYYY DD MMM YYYY</small> | |
| NAME | M# | TIME SHEET ORG # |
| POSITION #/SUFFIX | POSITION EFFECTIVE DATE (DD-MMM-YYYY) | TIME SHEET ORG NAME |

| EARN CODE | SHIFT | PAY PERIOD TOTAL HOURS | SU | MO | TU | WE | TH | FR | SA | RATE | WEEKLY TOTAL HOURS | SU | MO | TU | WE | TH | FR | SA | RATE | WEEKLY TOTAL HOURS | | |
|-------------------|-------|------------------------|----|----|----|----|----|----|----|------|--------------------|----|----|----|----|----|----|----|------|--------------------|---------------|--|
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| PAY PERIOD TOTAL: | | | | | | | | | | | WEEKLY TOTAL: | | | | | | | | | | WEEKLY TOTAL: | |

| LABOR DISTRIBUTION OVERRIDE | | | |
|-----------------------------|-------------|----------------|------------------|
| EARN CODE | TOTAL HOURS | INDEX OVERRIDE | ACCOUNT OVERRIDE |
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| | | | |
| TOTAL | | | |

COMMENTS:

EMPLOYEE'S SIGNATURE: _____
DATE: ____/____/____

SUPERVISOR'S SIGNATURE: _____
DATE: ____/____/____