

BRANCH/UNIT:



PAYROLL PERIOD:

Beginning: ____ / 1 / 03

Ending: ____ / 15 / 03

Employee: _____

EMPLOYEES DAILY TIME REPORT

DATE	Signature of Employee	ARRIVE	START	Out	In	FINISH	LEAVE	Total PAID Hours
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Approved By:
Supervisor: _____

Payroll Officer: _____

BRANCH/UNIT:



PAYROLL PERIOD:

Beginning: ____ / 16 / 03

Ending: ____ / ____ / 03

Employee: _____

EMPLOYEES DAILY TIME REPORT

DATE	Signature of Employee	ARRIVE	START	Out	In	FINISH	LEAVE	Total PAID Hours
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Approved By:

Supervisor: _____

Payroll Officer: _____

