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|  |  |  |  |  |  | Name: |  |
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| Bath County Memorial Library |

 |  |  | Staff members are responsible for filling out time sheets correctly. Improperly filled out or late timesheets may result in payroll delays. Please check your timesheet thoroughly. |
| Time Sheet |  |  |
| Day | Date | Time In | Time out | Time in | Time out | Other | PTO Total | Total hours | comments |
| Sunday |  |   |   |   |   |   |   |   |   |
| Monday |  |   |   |   |   |   |   |   |   |
| Tuesday |  |   |   |   |   |   |   |   |   |
| Wednesday |  |  |   |   |  |   |   |  |   |
| Thursday |  |  |   |   |  |   |   |  |   |
| Friday |  |  |   |   |  |   |   |  |   |
| Saturday |  |  |  |  |  |   |   |  |   |
|   |   |   |   |   |   | Hours Week 1 |   |  |  |
|   |   |   |   |   |   |   |   |   |   |
| Sunday |  |   |   |   |   |   |   |   |   |
| Monday |  |   |   |   |   |   |   |   |   |
| Tuesday |  |   |   |   |   |   |   |   |   |
| Wednesday |  |  |   |   |  |   |   |  |   |
| Thursday |  |  |   |   |  |   |   |  |   |
| Friday |  |  |   |   |  |   |   |  |   |
| Saturday |  |  |   |  |  |   |   |  |   |
|   |   |   |   |   |   | Hours Week 2 |   |  |  |
| Please attach all time off requests to timesheet. |  |  |  |  |
|  |  |  |  |  |  | Subtotals |   |  |  |
| Employee Signature: |   |   |   |   |  | pto | hours worked |  |
|  |  |  |  |  |  | Total |  |  |
| Supervisor Signature: |   |   |   |   |  |  |  |  |