|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | Name: |  | | |
| |  | | --- | | 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: | |  |  |  |  |  |  |  |  |