

Pay Cycle: 1st thru 15th
 Time sheets are **due by 9:00 a.m. on April 18th**
 Payday is on April 20th

Employer: _____

Authorized By: _____

Pay Cycle: 16th thru End of Month
 Time sheets are **due by 9:00 on May 3rd**
 Payday is on May 5th

S = Start Time
 L = Leave Time
 T = Total Time



April 2017

Phone: 541-687-1388 Fax: 541-687-0641

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Hrs by Week
S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	1 Total Hrs _____
S: _____ L: _____ T: _____	2 Time Due to L: McClure by 9:00a.m.	3 S: _____ L: _____ T: _____	4 S: _____ L: _____ T: _____	Payday 5 S: _____ L: _____ T: _____	6 S: _____ L: _____ T: _____	7 S: _____ L: _____ T: _____	8 Total Hrs _____
S: _____ L: _____ T: _____	9 S: _____ L: _____ T: _____	10 S: _____ L: _____ T: _____	11 S: _____ L: _____ T: _____	12 S: _____ L: _____ T: _____	13 S: _____ L: _____ T: _____	14 S: _____ L: _____ T: _____	15 Total Hrs _____
S: _____ L: _____ T: _____	16 S: _____ L: _____ T: _____	17 S: _____ L: _____ T: _____	Time Due to 18 L: McClure by 9:00a.m.	19 S: _____ L: _____ T: _____	Payday 20 S: _____ L: _____ T: _____	21 S: _____ L: _____ T: _____	22 Total Hrs _____
S: _____ L: _____ T: _____	23 S: _____ L: _____ T: _____	24 S: _____ L: _____ T: _____	25 S: _____ L: _____ T: _____	26 S: _____ L: _____ T: _____	27 S: _____ L: _____ T: _____	28 S: _____ L: _____ T: _____	29 Total Hrs _____
S: _____ L: _____ T: _____	30 S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	Total Hrs _____

Employee Name: _____

Employee Signature: _____

Total Hours: _____