

Pay Cycle: 1st thru 15th
 Time sheets are **due by 9:00 a.m. on November 16th**
 Payday is November 20th

Employer: _____

Authorized By: _____

Pay Cycle: 16th thru End of Month
 Time sheets are **due by 9:00 on December 1st**
 Payday is December 5th

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

Office Use Only



November 2017

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

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

Employee Name: _____

Employee Signature: _____

Total Hours: _____