

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

Employer: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Pay Cycle: 16th thru End of Month  
 Time sheets are due by 9:00 on November 2nd  
 Payday is November 6th

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



## October 2017

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Hrs by Week
1	2	TIME DUE 3	4	Payday 5	6	7	
S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	Total Hrs _____
8	9	10	11	12	13	14	
S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	Total Hrs _____
15	16	17	TIME DUE 18	19	Payday 20	21	
S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	Total Hrs _____
22	23	24	25	26	27	28	
S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	S: _____ L: _____ T: _____	Total Hrs _____
29	30	31					
S: _____ L: _____ T: _____	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: \_\_\_\_\_