

TIME and PTO sheet for April 2012

Employee _____ Supervisor _____

Day	Date	In	Out	Reg Hours	Holiday Hours	PTO Hours	Comments
Tue	Mar 27						
Wed	Mar 28						
Thu	Mar 29						
Fri	Mar 30						
Sat	Mar 31						
Sun	Apr 01						
Mon	Apr 02						Pay Date
Tue	Apr 03						
Wed	Apr 04						
Thu	Apr 05						
Fri	Apr 06						
Sat	Apr 07						
		Weekly Total					
Sun	Apr 08						
Mon	Apr 09						
Tue	Apr 10						
Wed	Apr 11						
Thu	Apr 12						
Fri	Apr 13						
Sat	Apr 14						
		Weekly Total					
Sun	Apr 15						
Mon	Apr 16						
Tue	Apr 17						
Wed	Apr 18						
Thu	Apr 19						
Fri	Apr 20						
Sat	Apr 21						
		Weekly Total					
Sun	Apr 22						
Mon	Apr 23						
		Weekly Total					
		Monthly Total					
Tue	Apr 24						
Wed	Apr 25						
Thu	Apr 26						
Fri	Apr 27						
Sat	Apr 28						
Sun	Apr 29						
Mon	Apr 30						

P paid time off; H Holiday; C Conference; F Funeral Leave; U unpaid time off

Hourly Wage Time Sheets are due in the Business Office by Noon on Monday, April 23, 2012
PTO Time Sheets are due in the Business Office by April 30, 2012.
Payday is Tuesday, May 1, 2012