TIME and PTO sheet for February 2012

Employee _____ Supervisor _____

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

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 Tuesday, February 21, 2012
PTO Time Sheets are due in the Business Office by February 29, 2012.
Payday is Thursday, March 1, 2012