

# TIME and PTO sheet for May 2012

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

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

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 Wednesday, May 23, 2012**  
**PTO Time Sheets are due in the Business Office by May 31, 2012.**  
**Payday is Friday, June 1, 2012**