

TIME and PTO sheet for October 2011

Employee _____ Supervisor _____

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

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, October 25, 2011
PTO Time Sheets are due in the Business Office by October 31, 2011.
Payday is Tuesday, November 1, 2011