

West Virginia Joint Committee on Government and Finance

Biweekly Time Sheet - Per Diem Employees

Employee:

Pay period start date: 12/02/2023

Pay period end date: 12/15/2023

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	12/02/2023					
Sunday	12/03/2023					
Monday	12/04/2023					
Tuesday	12/05/2023					
Wednesday	12/06/2023					
Thursday	12/07/2023					
Friday	12/08/2023					
Saturday	12/09/2023					
Sunday	12/10/2023					
Monday	12/11/2023					
Tuesday	12/12/2023					
Wednesday	12/13/2023					
Thursday	12/14/2023					
Friday	12/15/2023					

Comments: _____

 Employee signature Date

 Manager signature Date