

West Virginia Joint Committee on Government and Finance

Biweekly Time Sheet - Per Diem Employees

Employee:

Pay period start date: 12/16/2023

Pay period end date: 12/29/2023

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	12/16/2023					
Sunday	12/17/2023					
Monday	12/18/2023					
Tuesday	12/19/2023					
Wednesday	12/20/2023					
Thursday	12/21/2023					
Friday	12/22/2023					
Saturday	12/23/2023					
Sunday	12/24/2023					
Monday	12/25/2023					
Tuesday	12/26/2023					
Wednesday	12/27/2023					
Thursday	12/28/2023					
Friday	12/29/2023					

Comments: _____

Employee signature

Date

Manager signature

Date