

West Virginia Joint Committee on Government and Finance

Biweekly Time Sheet - Per Diem Employees

Employee:

Pay period start date: 1/13/2024

Pay period end date: 1/26/2024

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	1/13/2024					
Sunday	1/14/2024					
Monday	1/15/2024					
Tuesday	1/16/2024					
Wednesday	1/17/2024					
Thursday	1/18/2024					
Friday	1/19/2024					
Saturday	1/20/2024					
Sunday	1/21/2024					
Monday	1/22/2024					
Tuesday	1/23/2024					
Wednesday	1/24/2024					
Thursday	1/25/2024					
Friday	1/26/2024					

Comments: _____

 Employee signature Date

 Manager signature Date