

West Virginia Joint Committee on Government and Finance

Biweekly Time Sheet - Per Diem Employees

Employee:

Pay period start date: 1/27/2024

Pay period end date: 2/09/2024

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	1/27/2024					
Sunday	1/28/2024					
Monday	1/29/2024					
Tuesday	1/30/2024					
Wednesday	1/31/2024					
Thursday	2/1/2024					
Friday	2/2/2024					
Saturday	2/3/2024					
Sunday	2/4/2024					
Monday	2/5/2024					
Tuesday	2/6/2024					
Wednesday	2/7/2024					
Thursday	2/8/2024					
Friday	2/9/2024					

Comments: _____

 Employee signature Date

 Manager signature Date