

West Virginia Joint Committee on Government and Finance

Biweekly Time Sheet - Per Diem Employees

Employee:

Pay period start date: 2/10/2024

Pay period end date: 2/23/024

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	2/10/2024					
Sunday	2/11/2024					
Monday	2/12/2024					
Tuesday	2/13/2024					
Wednesday	2/14/2024					
Thursday	2/15/2024					
Friday	2/16/2024					
Saturday	2/17/2024					
Sunday	2/18/2024					
Monday	2/19/2024					
Tuesday	2/20/2024					
Wednesday	2/21/2024					
Thursday	2/22/2024					
Friday	2/23/2024					

Comments: _____

 Employee signature Date

 Manager signature Date