

West Virginia Joint Committee on Government and Finance

Biweekly Time Sheet - Per Diem Employees

Employee:

Pay period start date: 2/24/2024

Pay period end date: 3/8/2024

| Day | Date | In | Lunch Out | Lunch In | Out | Full or Half Day Supervisor Use Only |
|-----------|-----------|----|-----------|----------|-----|--------------------------------------|
| Saturday | 2/24/2024 | | | | | |
| Sunday | 2/25/2024 | | | | | |
| Monday | 2/26/2024 | | | | | |
| Tuesday | 2/27/2024 | | | | | |
| Wednesday | 2/28/2024 | | | | | |
| Thursday | 2/29/2024 | | | | | |
| Friday | 3/1/2024 | | | | | |
| Saturday | 3/2/2024 | | | | | |
| Sunday | 3/3/2024 | | | | | |
| Monday | 3/4/2024 | | | | | |
| Tuesday | 3/5/2024 | | | | | |
| Wednesday | 3/6/2024 | | | | | |
| Thursday | 3/7/2024 | | | | | |
| Friday | 3/8/2024 | | | | | |

Comments: _____

Employee signature

Date

Manager signature

Date