

West Virginia Joint Committee on Government and Finance

Biweekly Time Sheet - Per Diem Employees

Employee:

Pay period start date: 4/20/2024

Pay period end date: 5/3/2024

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	4/20/2024					
Sunday	4/21/2024					
Monday	4/22/2024					
Tuesday	4/23/2024					
Wednesday	4/24/2024					
Thursday	4/25/2024					
Friday	4/26/2024					
Saturday	4/27/2024					
Sunday	4/28/2024					
Monday	4/29/2024					
Tuesday	4/30/2024					
Wednesday	5/1/2024					
Thursday	5/2/2024					
Friday	5/3/2024					

Comments: _____

 Employee signature Date

 Manager signature Date