

West Virginia Joint Committee on Government and Finance

**Biweekly Time Sheet - Per Diem Employees**

Employee:

Pay period start date: 5/4/2024

Pay period end date: 5/17/24

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	5/04/2024					
Sunday	5/05/2024					
Monday	5/06/2024					
Tuesday	5/07/2024					
Wednesday	5/08/2024					
Thursday	5/09/2024					
Friday	5/10/2024					
Saturday	5/11/2024					
Sunday	5/12/2024					
Monday	5/13/2024					
Tuesday	5/14/2024					
Wednesday	5/15/2024					
Thursday	5/16/2024					
Friday	5/17/2024					

Comments: \_\_\_\_\_  
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\_\_\_\_\_  
 Employee signature Date

\_\_\_\_\_  
 Manager signature Date