

West Virginia Joint Committee on Government and Finance

Biweekly Time Sheet - Per Diem Employees

Employee:

Pay period start date: 10/5/2024 Pay period end date: 10/18/2024

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	10/5/2024					
Sunday	10/6/2024					
Monday	10/7/2024					
Tuesday	10/8/2024					
Wednesday	10/9/2024					
Thursday	10/10/2024					
Friday	10/11/2024					
Saturday	10/12/2024					
Sunday	10/13/2024					
Monday	10/14/2024					
Tuesday	10/15/2024					
Wednesday	10/16/2024					
Thursday	10/17/2024					
Friday	10/18/2024					

Comments: _____

Employee signature Date

Manager signature Date