

West Virginia Joint Committee on Government and Finance

**Biweekly Time Sheet - Per Diem Employees**

Employee:

Pay period start date: 10/19/2024

Pay period end date: 11/01/2024

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	10/19/2024					
Sunday	10/20/2024					
Monday	10/21/2024					
Tuesday	10/22/2024					
Wednesday	10/23/2024					
Thursday	10/24/2024					
Friday	10/25/2024					
Saturday	10/26/2024					
Sunday	10/27/2024					
Monday	10/28/2024					
Tuesday	10/29/2024					
Wednesday	10/30/2024					
Thursday	10/31/2024					
Friday	11/1/2024					

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employee signature

Date

Manager signature

Date