

West Virginia Joint Committee on Government and Finance

**Biweekly Time Sheet - Per Diem Employees**

Employee:

Pay period start date: 11/02/2024

Pay period end date: 11/15/2024

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	11/02/2024					
Sunday	11/03/2024					
Monday	11/04/2024					
Tuesday	11/05/2024					
Wednesday	11/06/2024					
Thursday	11/07/2024					
Friday	11/08/2024					
Saturday	11/09/2024					
Sunday	11/10/2024					
Monday	11/11/2024					
Tuesday	11/12/2024					
Wednesday	11/13/2024					
Thursday	11/14/2024					
Friday	11/15/2024					

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

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