

West Virginia Joint Committee on Government and Finance

Biweekly Time Sheet - Per Diem Employees

Employee:

Pay period start date: 11/30/2024

Pay period end date: 12/13/2024

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	11/30/2024					
Sunday	12/01/2024					
Monday	12/02/2024					
Tuesday	12/03/2024					
Wednesday	12/04/2024					
Thursday	12/05/2024					
Friday	12/06/2024					
Saturday	12/07/2024					
Sunday	12/08/2024					
Monday	12/09/2024					
Tuesday	12/10/2024					
Wednesday	12/11/2024					
Thursday	12/12/2024					
Friday	12/13/2024					

Comments: _____

 Employee signature Date

 Manager signature Date