

West Virginia Joint Committee on Government and Finance

Biweekly Time Sheet - Per Diem Employees

Employee:

Pay period start date: 12/14/2024

Pay period end date: 12/27/2024

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	12/14/2024					
Sunday	12/15/2024					
Monday	12/16/2024					
Tuesday	12/17/2024					
Wednesday	12/18/2024					
Thursday	12/19/2024					
Friday	12/20/2024					
Saturday	12/21/2024					
Sunday	12/22/2024					
Monday	12/23/2024					
Tuesday	12/24/2024					
Wednesday	12/25/2024					
Thursday	12/26/2024					
Friday	12/27/2024					

Comments: _____

 Employee signature Date

 Manager signature Date