

West Virginia Joint Committee on Government and Finance

**Biweekly Time Sheet - Per Diem Employees**

Employee:

Pay period start date: 1/11/2025

Pay period end date: 1/24/2025

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	1/11/2025					
Sunday	1/12/2025					
Monday	1/13/2025					
Tuesday	1/14/2025					
Wednesday	1/15/2025					
Thursday	1/16/2025					
Friday	1/17/2025					
Saturday	1/18/2025					
Sunday	1/19/2025					
Monday	1/20/2025					
Tuesday	1/21/2025					
Wednesday	1/22/2025					
Thursday	1/23/2025					
Friday	1/24/2025					

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

\_\_\_\_\_  
 Employee signature Date

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