

West Virginia Joint Committee on Government and Finance

Biweekly Time Sheet - Per Diem Employees

Employee:

Pay period start date: 1/25/2025

Pay period end date: 2/7/2025

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	1/25/2025					
Sunday	1/26/2025					
Monday	1/27/2025					
Tuesday	1/28/2025					
Wednesday	1/29/2025					
Thursday	1/30/2025					
Friday	1/31/2025					
Saturday	2/1/2025					
Sunday	2/2/2025					
Monday	2/3/2025					
Tuesday	2/4/2025					
Wednesday	2/5/2025					
Thursday	2/6/2025					
Friday	2/7/2025					

Comments:

Employee signature

Date

Manager signature

Date