

West Virginia Joint Committee on Government and Finance

Biweekly Time Sheet - Per Diem Employees

Employee:

Pay period start date: 2/8/2025

Pay period end date: 2/21/2025

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	2/8/2025					
Sunday	2/9/2025					
Monday	2/10/2025					
Tuesday	2/11/2025					
Wednesday	2/12/2025					
Thursday	2/13/2025					
Friday	2/14/2025					
Saturday	2/15/2025					
Sunday	2/16/2025					
Monday	2/17/2025					
Tuesday	2/18/2025					
Wednesday	2/19/2025					
Thursday	2/20/2025					
Friday	2/21/2025					

Comments: _____

 Employee signature Date

 Manager signature Date