

West Virginia Joint Committee on Government and Finance

**Biweekly Time Sheet - Per Diem Employees**

Employee:

Pay period start date: 3/22/2025

Pay period end date: 4/4/2025

| Day       | Date      | In | Lunch Out | Lunch In | Out | Full or Half Day Supervisor Use Only |
|-----------|-----------|----|-----------|----------|-----|--------------------------------------|
| Saturday  | 3/22/2025 |    |           |          |     |                                      |
| Sunday    | 3/23/2025 |    |           |          |     |                                      |
| Monday    | 3/24/2025 |    |           |          |     |                                      |
| Tuesday   | 3/25/2025 |    |           |          |     |                                      |
| Wednesday | 3/26/2025 |    |           |          |     |                                      |
| Thursday  | 3/27/2025 |    |           |          |     |                                      |
| Friday    | 3/28/2025 |    |           |          |     |                                      |
| Saturday  | 3/29/2025 |    |           |          |     |                                      |
| Sunday    | 3/30/2025 |    |           |          |     |                                      |
| Monday    | 3/31/2025 |    |           |          |     |                                      |
| Tuesday   | 4/1/2025  |    |           |          |     |                                      |
| Wednesday | 4/2/2025  |    |           |          |     |                                      |
| Thursday  | 4/3/2025  |    |           |          |     |                                      |
| Friday    | 4/4/2025  |    |           |          |     |                                      |

Comments: \_\_\_\_\_  
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\_\_\_\_\_  
 Employee signature Date

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