

West Virginia Joint Committee on Government and Finance

Biweekly Time Sheet - Per Diem Employees

Employee:

Pay period start date: 4/5/2025

Pay period end date: 4/18/2025

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	4/5/2025					
Sunday	4/6/2025					
Monday	4/7/2025					
Tuesday	4/8/2025					
Wednesday	4/9/2025					
Thursday	4/10/2025					
Friday	4/11/2025					
Saturday	4/12/2025					
Sunday	4/13/2025					
Monday	4/14/2025					
Tuesday	4/15/2025					
Wednesday	4/16/2025					
Thursday	4/17/2025					
Friday	4/18/2025					

Comments: _____

Employee signature

Date

Manager signature

Date