

West Virginia Joint Committee on Government and Finance

Biweekly Time Sheet - Per Diem Employees

Employee:

Pay period start date: 4/19/2025

Pay period end date: 5/2/2025

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	4/19/2025					
Sunday	4/20/2025					
Monday	4/21/2025					
Tuesday	4/22/2025					
Wednesday	4/23/2025					
Thursday	4/24/2025					
Friday	4/25/2025					
Saturday	4/26/2025					
Sunday	4/27/2025					
Monday	4/28/2025					
Tuesday	4/29/2025					
Wednesday	4/30/2025					
Thursday	5/1/2025					
Friday	5/2/2025					

Comments: _____

 Employee signature Date

 Manager signature Date