

West Virginia Joint Committee on Government and Finance

**Biweekly Time Sheet - Per Diem Employees**

Employee:

Pay period start date: 12/28/2024

Pay period end date: 1/10/2025

Day	Date	In	Lunch Out	Lunch In	Out	Full or Half Day Supervisor Use Only
Saturday	12/28/2024					
Sunday	12/29/2024					
Monday	12/30/2024					
Tuesday	12/31/2024					
Wednesday	1/1/2025					
Thursday	1/2/2025					
Friday	1/3/2025					
Saturday	1/4/2025					
Sunday	1/5/2025					
Monday	1/6/2025					
Tuesday	1/7/2025					
Wednesday	1/8/2025					
Thursday	1/9/2025					
Friday	1/10/2025					

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

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