|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Timesheet** | | | | | | | | | | | | |
| **Employee Name:** | | |  |  | | | |  |  |  | |  |
|  |  | |  |  | | | |  |  |  | |  |
| **Employer/Veteran Name:** | | |  |  | | | |  |  |  | |  |
| *They may be hand delivered, texted (406-239-2591), emailed (*[*payroll@406llc.org*](mailto:payroll@406llc.org)*), or faxed (406-541-7725)*  *\*Be advised the VA only allows 2 late timesheets, the 3rd late timesheet will result in termination\**  ***Please indicate hours by utilizing quarter hour increments****. Examples: 9am–1:15pm = 4.25 hrs. 10am-1:30pm = 3.50 hrs. 2pm-3:45pm = 1.75 hrs. Always round to the nearest quarter hour. Use only: .25 = ¼ hour, .50 = 1/2 hour, .75 = ¾ hour.* | | | | | | | | | | | | |
|  | **Sunday** | **Monday** | | | **Tuesday** | **Wednesday** | **Thursday** | | | **Friday** | **Saturday** | |
| **Date:** | **May 1** | **May 2** | | | **May 3** | **May 4** | **May 5** | | | **May 6** | **May 7** | |
| **Time in:** |  |  | | |  |  |  | | |  |  | |
| **Time out:** |  |  | | |  |  |  | | |  |  | |
| **Time in:** |  |  | | |  |  |  | | |  |  | |
| **Time out:** |  |  | | |  |  |  | | |  |  | |
| **Total Hours:** |  |  | | |  |  |  | | |  |  | |
|  |  |  | | |  |  | **Weekly Total Hours:** | | | |  | |
|  | **Sunday** | **Monday** | | | **Tuesday** | **Wednesday** | **Thursday** | | | **Friday** | **Saturday** | |
| **Date:** | **May 8** | **May 9** | | | **May 10** | **May 11** | **May 12** | | | **May 13** | **May 14** | |
| **Time in:** |  |  | | |  |  |  | | |  |  | |
| **Time out:** |  |  | | |  |  |  | | |  |  | |
| **Time in:** |  |  | | |  |  |  | | |  |  | |
| **Time out:** |  |  | | |  |  |  | | |  |  | |
| **Total Hours:** |  |  | | |  |  |  | | |  |  | |
|  |  |  | | |  |  | **Weekly Total Hours:** | | | |  | |
|  | **Sunday** | **Monday** | | | **Tuesday** | **Wednesday** | **Thursday** | | | **Friday** | **Saturday** | |
| **Date:** | **May 15** | **May 16** | | |  |  |  | | |  |  | |
| **Time in:** |  | **Timesheets** | | |  |  |  | | |  |  | |
| **Time out:** |  | **Due** | | |  |  |  | | |  |  | |
| **Time in:** |  |  | | |  |  |  | | |  |  | |
| **Time out:** |  |  | | |  |  |  | | |  |  | |
| **Total Hours:** |  |  | | |  |  |  | | |  |  | |
|  |  |  | | |  |  | **Weekly Total Hours:** | | | |  | |
| **I affirm that the hours reported above are accurate and complete.** | | | | | | | | | | | | |
| **I further understand that misstatements on the timesheet may result in disciplinary action** | | | | | | | | | | | | |
| **up to and including termination of employment.** | | | | | | | | | | | | |
| **EMPLOYEE SIGNATURE** |  | |  |  | | | |  | **DATE** | **406 FINANCIAL OFFICE USE ONLY** | | |
|  |  | |  |  | | | |  |  | *Reviewed by:* | |  |
| **VETERAN/EMPLOYER SIGNATURE** |  | |  |  | | | |  | **DATE** | *Timesheet Total Hours:* ­­­ ­­­­­-­------------ | | |

**Timesheets are due by NOON on the day following the end of pay period**