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| **Employee Timesheet** |
| **Employee Name:** |   |   |   |   |   |  |
|  |  |  |  |  |  |  |  |
| **Employer/Veteran Name:** |   |   |   |   |   |  |
| *They may be hand delivered, texted (406-239-2591), emailed (**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 16** | **May 17** | **May 18** | **May 19** | **May 20** | **May 21** |
| **Time in:** |  |  |  |  |  |  |  |
| **Time out:** |   |   |   |   |   |   |   |
| **Time in:** |  |  |  |  |  |  |  |
| **Time out:** |   |   |   |   |   |   |   |
| **Total Hours:** |  |  |  |  |  |  |  |
|  |  |  |  |  | **Weekly Total Hours:** |   |
|  | **Sunday**  | **Monday**  | **Tuesday**  | **Wednesday** | **Thursday**  | **Friday**  | **Saturday**  |
| **Date:**  | **May 22** | **May 23** | **May 24** | **May 25** | **May 26** | **May 27** | **May 28** |
| **Time in:** |  |  |  |  |  |  |  |
| **Time out:** |   |   |   |   |   |   |   |
| **Time in:** |  |  |  |  |  |  |  |
| **Time out:** |   |   |   |   |   |   |   |
| **Total Hours:** |  |  |  |  |  |  |  |
|  |  |  |  |  | **Weekly Total Hours:** |   |
|  | **Sunday**  | **Monday**  | **Tuesday**  | **Wednesday** | **Thursday**  | **Friday**  | **Saturday**  |
| **Date:**  | **May 29** | **May 30** | **May 31** | **June 1** |  |  |   |
| **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**