

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)

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:				Nov. 16	Nov. 17	Nov. 18	Nov. 19
Time in:							
Time out:							
Time in:							
Time out:							
Total Hours:							

Weekly Total Hours: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date:	Nov. 20	Nov. 21	Nov. 22	Nov. 23	Nov. 24	Nov. 25	Nov. 26
Time in:							
Time out:							
Time in:							
Time out:							
Total Hours:							

Weekly Total Hours: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date:	Nov. 27	Nov. 28	Nov. 29	Nov. 30	Dec. 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

VETERAN/EMPLOYER
SIGNATURE

DATE

406 FINANCIAL OFFICE USE ONLY

Reviewed by: _____

Timesheet Total Hours: -----

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