

# 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 3<sup>rd</sup> late timesheet can 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
<b>Date:</b>	<b>April 16</b>						<b>April 1</b>
<b>Time in:</b>	<b>Timesheets</b>						
<b>Time out:</b>	<b>Due</b>						
<b>Time in:</b>							
<b>Time out:</b>							
<b>Total Hours:</b>							

**Weekly Total Hours:** \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Date:</b>	<b>April 2</b>	<b>April 3</b>	<b>April 4</b>	<b>April 5</b>	<b>April 6</b>	<b>April 7</b>	<b>April 8</b>
<b>Time in:</b>							
<b>Time out:</b>							
<b>Time in:</b>							
<b>Time out:</b>							
<b>Total Hours:</b>							

**Weekly Total Hours:** \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Date:</b>	<b>April 9</b>	<b>April 10</b>	<b>April 11</b>	<b>April 12</b>	<b>April 13</b>	<b>April 14</b>	<b>April 15</b>
<b>Time in:</b>							
<b>Time out:</b>							
<b>Time in:</b>							
<b>Time out:</b>							
<b>Total Hours:</b>							

**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**