			E	mployee T	imesheet			
Employee Name:								
Employ	yer/Veteran N	ame:						
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 3 rd 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
Date:			Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21
Time ir								
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Total H	iours:							
	Weekly Total Hours:							
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date:		Oct 22	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28
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			N/1		Wednesday	Thursday	Fuido.	Caturday
		Sunday	Monday	Tuesday		Thursday	Friday	Saturday
Date:		Oct 29	Oct 30	Oct 31	Nov 1	Thursday	Friday	Saturday
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Please check all appropriate boxes for tasks completed during current pay period.