

TIME AND ATTENDANCE WORKSHEET

Name: _____

Pay Period # _____

Dates: ____/____/____ thru ____/____/____

PAY	Week 1							Week 2							Total
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
REGULAR (01)															
SUNDAY DIFF (04)															
SUNDAY NIGHT DIFF (05)															
NIGHT DIFF (11)															
OVERTIME (21)															
OVERTIME N DIFF (25)															
HOLIDAY WORKED (31)															
SUN AL DAYS (61-2)															
SUN AL EVE/MID (61-4)															
SUN SL DAYUS (62-3)															
SUN SL EVE/MID (62-4)															

Signature: _____

Date: _____

YOUR SIGNATURE VERIFIES ACCURACY OF THIS DATA