

Northwest Alabama Mental Health Center Timesheet

My last timesheet ended with a partial week that is completed below. The first part of the week, reported last pay period, listed the following hours:

Reg hours: _____ OT Hours: _____ Paid leave or holiday hrs: _____

PRINT NAME:

Circle One: Full Time/Part Time

PAY DATE:

| | | | | | | | | |
|----|------------------------------|---------------|----------------|-------------------|----------------|---------------------------------|---|---|
| RU | Position or Special Pay Rate | Regular Hours | Overtime Hours | OT on 1.5 workday | Extra Earnings | Paid Hours Off Type/Hours taken | Approved as correct: Supervisor's signature | Approved as correct: Employee's signature |
| | | | | | \$ | Sick | | |
| | | | | | \$ | Vacation | | |
| | | | | | \$ | Holiday | | |
| | | | | | \$ | Brvmnt | | |
| | | | | | \$ | Jury Duty | | |

SUMMARY

| Day | RU | Date | Time in | Time out | Time in | Time out | Regular hours | *1.5 hours | 1.5 x 1.5 | Paid Hrs Off/Type |
|--|----|------|---------|----------|---------|----------|---------------|------------|-----------|-------------------|
| SUN | | | | | | | | | | |
| MON | | | | | | | | | | |
| TUE | | | | | | | | | | |
| WED | | | | | | | | | | |
| THU | | | | | | | | | | |
| FRI | | | | | | | | | | |
| SAT | | | | | | | | | | |
| *1.5 is for hrs worked over 40 in the week or 1.5 workdays Totals | | | | | | | | | | |

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