Department of Transformation and Shared Services
Office of Personnel Management
Weekly Time Sheet

Employee Name (Last, First, Middle)																	Data Entry Period Begins	(MM/DD/YY)		
Personnel Number					Business Area					Personnel Area					Data Entry Period Ends	(MM/DD/YY)				
Day	From	To	A/A Type	Wage Type	From	To	A/A Type	Wage Type	From	To	A/A Type	Wage Type	From	To	A/A Type	Wage Type	Total
Sunday																
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
Saturday																
																Total

For Timekeeper use only

Total number of hours to used for *comp calculations*	
Number of hours over 40 *at work*	
Number of comp hours at *straight time*	
Number of comp hours *at time and a half*	

Authorization: I hereby certify that above information is correct.

Employee's Signature		Date
Supervisor's Signature	Date	Keyed by	Date