



Department of Shared Administrative 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 <i>comp calculations</i>	
Number of hours over 40 <i>at work</i>	
Number of comp hours at <i>straight time</i>	
Number of comp hours at <i>time and a half</i>	

Authorization: I hereby certify that above information is correct.

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