REFUGIO COUNTY TIME SHEET

EMPLOYEE NAME: _____

11/30/19 : Payroll Beginning Date

DEPARTMENT: _____

12/13/19 : Payroll Ending Date

					12/13/19 . Payron Ending Date						<u>*Use Blue Ink</u>			
DAY	Date	TIME	TIME	TIME	TIME	HOURS Physically	Hours Worked	Holiday Comp	Holiday Comp	VAC	SICK	СОМР	OTHER	TOTAL
		IN	OUT	IN	OUT	WORK	for SG OT	Earned	Used					
SAT	11/30/19													
SUN	12/01/19							\square						
MON	12/02/19							\angle						
TUES	12/03/19							\angle						
WED	12/04/19							\angle						
THURS	12/05/19							\angle						
FRI	12/06/19							\angle						
SAT	12/07/19													
SUN	12/08/19							\square						
MON	12/09/19													
TUES	12/10/19							\angle						
WED	12/11/19							\angle						
THURS	12/12/19							\angle						
FRI	12/13/19													
					12.00									

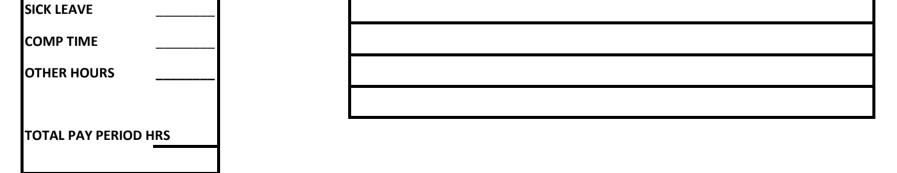
Signed Time Sheet due by 12:00 Noon, Monday December 16, 2019.

OTHER CODES: J - JURY W - WORKER'S COMPENSATION A - DEPARTMENT SUPERVISOR APPROVAL

ACTUAL HRS WORK _____ HOLIDAY HRS USED _____ VACATION

* <u>REASON</u>

REASON FOR OVERTIME:



EMPLOYEE SIGNATURE: _____

"I certify that the hours recorded are an accurate record of hours worked."

AUTHORIZING SIGNATURE: _____

"I certify that this time report is an accurate statement of hours."