

**REFUGIO COUNTY TIME SHEET**

EMPLOYEE NAME: \_\_\_\_\_

11/30/19 : Payroll Beginning Date

DEPARTMENT: \_\_\_\_\_

12/13/19 : Payroll Ending Date

*\*Use Blue Ink*

DAY	Date	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS Physically WORK	Hours Worked for SG OT	Holiday Comp Earned	Holiday Comp Used	VAC	SICK	COMP	OTHER	TOTAL
SAT	11/30/19							/						
SUN	12/01/19							/						
MON	12/02/19							/						
TUES	12/03/19							/						
WED	12/04/19							/						
THURS	12/05/19							/						
FRI	12/06/19							/						
SAT	12/07/19							/						
SUN	12/08/19							/						
MON	12/09/19							/						
TUES	12/10/19							/						
WED	12/11/19							/						
THURS	12/12/19							/						
FRI	12/13/19							/						

**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	_____
SICK LEAVE	_____
COMP TIME	_____
OTHER HOURS	_____
<b>TOTAL PAY PERIOD HRS</b>	_____



<b>REASON FOR OVERTIME:</b>

**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."