

REFUGIO COUNTY TIME SHEET

EMPLOYEE NAME: _____

10/25/25 : Payroll Beginning Date

DEPARTMENT: _____

11/07/25 : Payroll Ending Date

*Use Blue Ink

DAY	Date	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS WORK	HOL	VAC	SICK	COMP TIME	OTHER	TOTAL
SAT	10/25/25											
SUN	10/26/25											
MON	10/27/25											
TUES	10/28/25											
WED	10/29/25											
THURS	10/30/25											
FRI	10/31/25											
SAT	11/01/25											
SUN	11/02/25											
MON	11/03/25											
TUES	11/04/25											
WED	11/05/25											
THURS	11/06/25											
FRI	11/07/25											

Signed Time Sheet due by 2:00 pm, Friday, November 7, 2025.

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	_____
TOTAL PAY PERIOD HRS	_____



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."