TIME SHEET

CRIME PREVENTION PATROL AGENCY

Employee Name:

Employee Number: **Status: Full-time** **Part-time** (circle one)

Pay Period Ending

USE 1 LINE PER ASSIGNMENT LOCATION, EACH DAY. IF YOU WORK 2 OR MORE LOCATIONS IN ONE DAY THEN USE A LINE PER ASSIGNENT LOCATION, ONE FOR EACH LOCATION. SHOWING START / END TIMES AND TOTAL HOURS FOR EACH. **ANY WORK TIME PAST YOUR SCHEDULED END TIME MUST HAVE COMMENTS STATING WHY YOU WORKED OVER AND NOTE WHICH SUPERVISOR AUTHORIZED THE TIME OVER OR YOU WILL NOT BE PAID.**

Date	Day	Start Time	End Time	Hours	Assignment Location	Comments.
PAY PERIDO TOTALS:						

TIME SHEETS MUST BE TURNED IN BY THE END OF YOUR SHIFT ON THE LAST SUNDAY OF THE PAY PERIOD. IF YOUR LAST SCHEDULED WORK DAY IS A FRIDAY OR SATURDAY AT THE END OF THE PAY PERIOD TURN IN YOUR TIME SHEET THEN. IF YOU DONOT TURN YOUR TIME SHEET IN ONTIME YOU WILL HAVE TO WAIT UNTIL THE NEXT PAY PERIOD TO BE PAID!

Turn in on:

12/31/06	03/11/07	05/20/07	07/29/07
01/14/07	03/25/07	06/03/07	
01/28/07	04/08/07	06/17/07	
02/11/07	04/22/07	0701/07	
02/25/07	05/06/07	07/15/07	

Employee Signature: Date: