

Paladin Report of Hours Worked

Pay Period PAY DATE: Begins: Ends:

Employee: _____ Supervisor: _____

Day of Week	Date	Department	Time In	Time Out	Time In	Time Out	Total Hrs. Worked
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
TOTALS							

Employee Signature

Date Signed

Immediate Supervisor

Date Signed

When you sign your time sheet you are agreeing that you accurately recorded all time worked as explained in the Employee Handbook. Overtime MUST be approved in advance. Payroll will not be processed without the records of hours completed. Please submit to your immediate supervisor at the end of each week or by the following Monday – 9:00 am. Your hours will be entered on the payroll system by your supervisor or accounting staff.