



**Henderson Knox Mercer Warren ROE #33**  
EMPLOYEE TIME & EFFORT FORM

Indicate Program: \_\_\_\_\_

Employee \_\_\_\_\_

Pay Period End \_\_\_\_\_

WEEK DAY	DATE	LEAVE CODE	START TIME	LUNCH OUT	LUNCH IN	END TIME	TOTAL HOURS
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							

**WEEK 1 TOTAL HOURS**

WEEK DAY	DATE	LEAVE CODE	START TIME	LUNCH OUT	LUNCH IN	END TIME	TOTAL HOURS
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							

**WEEK 2 TOTAL HOURS**

MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							

**WEEK 3 TOTAL HOURS**

**For employees eligible for paid time-off use the following codes: S-Sick P-Personal V-Vacation H-Holiday B-Bereavement**

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Regular Pay Hours      TOTAL HOURS

**FOR PAYROLL USE**

<u>Regular Hours</u>	<u>Total Hours</u>
----------------------	--------------------