

## Payroll Timesheet

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Pay period from: \_\_\_\_\_, 2\_\_\_\_ To: \_\_\_\_\_, 2\_\_\_\_

Date	Start Time	End Time	Break	Start Time	End Time	Total Hours Worked
			to			
			to			
			to			
			to			
			to			
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			to			
			to			
			to			

Notes & attachments (out-of-pocket business expenses must have receipts attached):

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Pay Period Type:     Weekly (7 days)     Bi-weekly (14 days)     Semi-monthly (15/16 days)     Monthly (30/31 days)

\_\_\_\_\_ Date paid \_\_\_\_\_ Total \$ paid \_\_\_\_\_ Cheq # \_\_\_\_\_

