



Employee Time Sheet

Fax to (210) 579-7234

By Saturday 11:59pm CST, No Exceptions

NAME:

WEEK 1	Date (MM/DD)	Time-In	Time-Out	Unit	Initials	Hours Worked
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

WEEK 2	Date (MM/DD)	Time-In	Time-Out	Unit	Initials	Hours Worked
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Employee: It is your responsibility to turn in your time sheet no later than Saturday 11:59pm CST in order to process your paycheck. Any late time sheets will be processed for a \$25 late fee. Any time sheets received on Monday will be processed the following pay period and paid on the next pay date (no exceptions).