



T 1_877_578_2331
F 1_877_471_2502

TIMESHEET

EMPLOYEE NAME: _____

Pay Period Start Date: _____

DEPT#: _____

TIME INCREMENTS

15 mins= .25

30 mins= .50

45 mins= .75

Pay Period End Date: _____

LOCATION: _____

POSITION: _____

DAY OF WEEK	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
<i>ENTER DATES</i>															
TIME IN															
LUNCH-OUT															
LUNCH-IN															
TIME OUT															
TOTAL HOURS															
PGR/ON-CALL															
CALL BACK															
PTO															
HOLIDAY															
G&A															
OHD															
														TOTAL HOURS	

Comments _____

EMPLOYEE SIGNATURE _____

SUPERVISOR'S/GOVERNMENT'S APPROVAL _____

PLEASE FAX SIGNED TIMESHEET TO 1_877_471_2502 BY CLOSE OF BUSINESS THE MONDAY FOLLOWING THE PAYPERIOD COMPLETED.

Period Start Date	Period End Date	Period Start Date	Period End Date	Period Start Date	Period End Date	Period Start Date	Period End Date	Federal Holidays (Date of Observance)	2025
12/15/2024	12/28/2024	3/23/2025	4/5/2025	6/29/2025	7/12/2025	9/21/2025	10/4/2025	New Year's Day	01/01/25
12/29/2024	1/11/2025	4/6/2025	4/19/2025	7/13/2025	7/26/2025	10/5/2025	10/18/2025	Martin Luther King's Day	01/20/25
1/12/2025	1/25/2025	4/20/2025	5/3/2025	7/27/2025	8/9/2025	10/19/2025	11/1/2025	President's Day	02/17/25
1/26/2025	2/8/2025	5/4/2025	5/17/2025	8/10/2025	8/23/2025	11/2/2025	11/15/2025	Memorial Day	05/26/25
2/9/2025	2/22/2025	5/18/2025	5/31/2025	8/24/2025	9/6/2025	11/16/2025	11/29/2025	Independence Day	07/04/25
2/23/2025	3/8/2025	6/1/2025	6/14/2025	9/7/2025	9/20/2025	11/30/2025	12/13/2025	Labor Day	09/01/25
3/9/2025	3/22/2025	6/15/2025	6/28/2025					Columbus Day	10/13/25
								Veterans's Day	11/11/25
								Thanksgiving Day	11/27/25
								Christmas Day	12/25/25