

# Diocese of Covington

\_\_\_\_\_  
Location

## Hourly Employee Time Sheet

Employee Name \_\_\_\_\_

Period Ending (mm/dd/yy) \_\_\_\_\_

**Days/hours worked - 1st to 15th of the month**

|               | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| Start Day     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |
| Out for Lunch |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |
| In from Lunch |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |
| End Day       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |
| Hours Worked  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |

**Days/hours worked - 16th to End of the month**

|               | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Start Day     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Out for Lunch |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| In from Lunch |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| End Day       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Hours Worked  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

I hereby certify that I was present and worked the above listed hours.

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

Payment approved for \_\_\_\_\_ hours

\_\_\_\_\_  
Supervisor