



EMPLOYEE TIME SHEET

Four-week payroll record

RDM-ADMIN-TS-001 · Version 1.0 · September 3, 2026

Employee name

Pay period beginning

Pay period ending

Record actual time worked. Do not pre-fill or round entries unless an adopted payroll policy requires it.

Week 1

Day	Date	Time In	Time Out	Total Hrs
Sat.				
Sun.				
Mon.				
Tues.				
Wed.				
Thurs.				
Fri.				

Week 2

Day	Date	Time In	Time Out	Total Hrs
Sat.				
Sun.				
Mon.				
Tues.				
Wed.				
Thurs.				
Fri.				



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Week 3

Day	Date	Time In	Time Out	Total Hrs
Sat.				
Sun.				
Mon.				
Tues.				
Wed.				
Thurs.				
Fri.				

Week 4

Day	Date	Time In	Time Out	Total Hrs
Sat.				
Sun.				
Mon.				
Tues.				
Wed.				
Thurs.				
Fri.				

Employee certification

I certify that this time record is complete and accurate. I was authorized and permitted to take required meal and rest periods and reported any missed, late, short, or interrupted period. This certification does not waive any employee right.

Employee signature / typed legal name

Date

Supervisor review

Date