

# Timesheet for bi-weekly employees- excludes DPW workers, Fire Fighters/EMTs & Police Officers.

## Town of Dunstable Employee Timesheet

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EMPLOYEE	JANE PATEL
DEPARTMENT	DPW

Week of:	09/11/22	to	09/24/22
GL ACCOUNT NUMBER(S)	1111-22-333-4444-5555-666		

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PAY TYPES: R = REGULAR V=VACATION S= SICK H= HOLIDAY P=PERSONAL OT= OVERTIME

Ck Date:

9/30/2022

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							Report regular hours separate from overtime and doubletime								
		Hours Worked					REGULAR HOURS					R+V+S+H+P			Total TIME
DAY	DATE	IN	OUT	IN	OUT	DESCRIPTION/ INFORMATION	R	V	S	H	P	SUB TOTAL			TOTAL HRS INC. OT
Sun	9/11/22						0.00					0.00			0.00
Mon	9/12/22	12:00 PM	6:00 PM				6.00					6.00			6.00
Tue	9/13/22	7:00 AM	1:30 PM				6.50					6.50			6.50
Wed	9/14/22	6:00 AM	3:00 PM				9.00					9.00			9.00
Thu	9/15/22						0.00	3	5			8.00			8.00
Fri	9/16/22						0.00					0.00			0.00
Sat	9/17/22	7:45 AM	12:00 PM				4.25					4.25			4.25
Sun	9/18/22						0.00					0.00			0.00
Mon	9/19/22	7:00 AM	7:45 PM			remote work	12.75					12.75			12.75
Tue	9/20/22	7:45 AM	4:00 PM				8.25					8.25			8.25
Wed	9/21/22	5:00 AM	7:00 AM	8:15 AM	1:15 PM	commission mtg	7.00					7.00			7.00
Thu	9/22/22	5:00 AM	7:00 AM	8:00 AM	1:30 PM	main street culvert	7.50					7.50			7.50
Fri	9/23/22						0.00					0.00			0.00
Sat	9/24/22						0.00					0.00			0.00
Weekly Total Hours							61.25	3.00	5.00	0.00	0.00	69.25			69.25

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Bi-weekly Salaried Pay Rate	\$ 3,500.00
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Budgeted Hours

Total Hours

Hourly Pay Rate	
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50
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Total Pay

Grand Totals								
R	V	S	H	P	TOTAL			TOTAL
61.25	3.00	5.00	0.00	0.00	69.25			69.25
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00

Under pains and penalties of perjury I certify that the reported hours are complete, accurate and were actually rendered as reported.

EMPLOYEE SIGNATURE: \_\_\_\_\_

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DEPARTMENTAL APPROVAL: \_\_\_\_\_

1. Enter Name
2. Enter Department
3. Enter Beginning Date of 2 week time period
4. Enter Check Date & Account Number
5. Enter Hours (08:45 AM & 12:15 PM)
6. Enter Salary or Hourly Rate
7. Enter Budgeted Hours
8. Employee AND Dept Head Signatures