**Kokhanok Village Council**
Time Sheet

Employee : …………………………………………………….. ………………………………………………………………………….

Employee signature

Department : …………………………………………………….. ………………………………………………………………………….

Supervisor signature

Payroll Period : …………………………………………………….. ………………………………………………………………………….

Approval signature

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work Day Performed | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |  |  | Total Hours |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|  Regular Time |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Holiday |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Annual Leave |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Sick Leave |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Personal Leave |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Paid Time-Off |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Overtime (Paid at 1.5x) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Leave Without Pay |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Actual Work Hours |  |

**(Work details if other than regular work performed)**

**Comments:**

 **Kokhanok Village Council**
Time Sheet

Employee : …………………………………………………….. ………………………………………………………………………….

Employee signature

Department : …………………………………………………….. ………………………………………………………………………….

Supervisor signature

Payroll Period : …………………………………………………….. ………………………………………………………………………….

Approval signature

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  Annual Leave |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Sick Leave |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Total Actual Work Hours |  |

**(Work details if other than regular work performed)**

**Comments:**