Diocese of San Bernardino
Employee Time Sheet

(If doing this manually please print)

Employee _____   **Pay Period Starting** _____

Office/Parish/School _____   **Pay Period Ending** _____

Home Entity # _____   **Pay Date** _____

Secondary Entity # _____   **Pay Rate Amount** _____

Date	Start Time	Lunch out	Lunch in	End Time	Reg	OT	DT	Vac	Sick	Other
				Totals						

_____   _____
EMPLOYEE SIGNATURE   **DATE**

_____   _____
SUPERVISOR SIGNATURE   **DATE**

For Payroll use only	
Reg	
OT	
DT	
V	
S	

If the day is a Paid Holiday then type "Holiday #" in Start Time, where # is 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5, 5.5, 6, 6.5, 7, 7.5, or 8. You can also input Sick, Vacation, Other, Furlough, Jury Duty, Bereavement, or W/C as place holders for the day.

Modified Date: 9/30/2014