

Torrance County Sheriff/Dispatch Timesheet

Name _____ Employee # _____ Department _____

Pay Period Dates: From _____ To _____

Week 1 Day	Date	Regular Hours Worked	OVERTIME							Comp Gained	LEAVE		Daily Total	Swing Shift Hours	Grave Shift Hours	Commuted In County Vehicle		
			General Fund	Traffic Safety		UAD	DWI		Forest Patrol		Leave Taken	Leave Type				To Work	From Work	
				OBD	ODWI	UAD	LDWI	CDWI										
Sat															Y	N	Y	N
Sun															Y	N	Y	N
Mon															Y	N	Y	N
Tue															Y	N	Y	N
Wed															Y	N	Y	N
Thu															Y	N	Y	N
Fri															Y	N	Y	N
WK-Total																		

Week 2 Day	Date	Regular Hours Worked	OVERTIME							Comp Gained	LEAVE		Daily Total	Swing Shift Hours	Grave Shift Hours	Commuted In County Vehicle		
			General Fund	Traffic Safety		UAD	DWI		Forest Patrol		Leave Taken	Leave Type				To Work	From Work	
				OBD	ODWI	UAD	LDWI	CDWI										
Sat															Y	N	Y	N
Sun															Y	N	Y	N
Mon															Y	N	Y	N
Tue															Y	N	Y	N
Wed															Y	N	Y	N
Thu															Y	N	Y	N
Fri															Y	N	Y	N
WK-Total																		

Pay Period Total																		
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Employee's Signature _____ Date _____ Supervisor's Signature _____ Date _____

- Leave Type Codes:
- AL Annual Leave
 - SL Sick Leave
 - RDO Regular Day Off
 - CL Comp Leave
 - FL Funeral Leave
 - LWOP Leave Without Pay
 - PD Personal Day
 - HD Holiday

For Payroll Department Only			
Leave Taken			
CL	AL	SL	PD
Comp Time Accumulation			
	x 1 =		Total
	x 1.5 =		
Vehicle Fringe:			
# of commutes			
x \$1.50 =			

For Payroll Department Only				
Reg Hours	Shift Differential	Other Reg	Holiday Pay	
	Swing	Graveyard		
OVERTIME				
GF	UAD	LDWI	CDWI	FP
40150104	81110104	60510104	60512104	808102104
ODWI	OBD			
80531104	80532104			

