

# Torrance County Timesheet

Name \_\_\_\_\_ Employee # \_\_\_\_\_ Department \_\_\_\_\_

Pay Period Dates: From \_\_\_\_\_ To \_\_\_\_\_

Week 1 Day	Date	Regular Hours Worked	OVERTIME		LEAVE		Daily Total
			OT Pay	Comp Gained	Leave Taken	Leave Type	
Sat							
Sun							
Mon							
Tue							
Wed							
Thurs							
Fri							
WK-Total							

Commuted In County Vehicle	
To Work	From Work
Y N	Y N
Y N	Y N
Y N	Y N
Y N	Y N
Y N	Y N
Y N	Y N
Y N	Y N

Week 2 Day	Date	Regular Hours Worked	OVERTIME		LEAVE		Daily Total
			OT Pay	Comp Gained	Leave Taken	Leave Type	
Sat							
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
WK-Total							

Commuted In County Vehicle	
To Work	From Work
Y N	Y N
Y N	Y N
Y N	Y N
Y N	Y N
Y N	Y N
Y N	Y N
Y N	Y N

<b>Period Total</b>							
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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

For Payroll Department Only							
Leave Taken				Reg Hours	Other Reg	Holiday Pay	
CL	AL	SL	PD				
Comp Time Accumulation				Overtime			
	x 1 =			<b>Total</b>	General Fund	#	
	x 1.5 =						

HD

Holiday

Vehicle Fringe:	# of Commutes		X \$1.50	=	
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