

Biweekly Time Sheet – St. Thomas the Apostle Catholic Parish



Employee: _____

Yearly PTO Hours Remaining at Start: _____

Pay Period: ____/____/____ – ____/____/____

Comp Hours Remaining at Start: _____

| | Start & End Times | Hours Worked | PTO Hours Used | Comp Hours Used | Total Hours |
|------------------|-------------------|--------------|----------------|-----------------|-------------|
| Saturday | | | | | |
| Sunday | | | | | |
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |

| | | | | | |
|------------------|--|--|--|--|--|
| Saturday | | | | | |
| Sunday | | | | | |
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |

| | | | | | |
|---------------|-----|--|--|--|--|
| Totals | N/A | | | | |
|---------------|-----|--|--|--|--|

Yearly PTO Hours Remaining at End: _____

Comp Hours to Add: _____

Comp Hours Remaining at End: _____

Hours to Pay: _____

| | |
|----------------------|------|
| Employee Signature | Date |
| Supervisor Signature | Date |