

# Staffing of St. Augustine

## Biweekly Time Sheet

EMAIL:admin@staugjobs.com

\*\*\*Must be received by 9:00am on the Monday after the completed biweek.\*\*\*

Department \_\_\_\_\_

Pay period start date: \_\_\_\_\_

Pay period end date: \_\_\_\_\_

Employee: \_\_\_\_\_

Employee phone: \_\_\_\_\_

Manager: \_\_\_\_\_

Employee e-mail: \_\_\_\_\_

Day	AM		PM		Total
	IN	OUT	IN	OUT	
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
<b>Total hours</b>					

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager signature

\_\_\_\_\_  
Date