

Helping Hand Developmental Center

Non-Exempt Employee Time Sheet

Name: _____

	Date	Time In:	Time Out:	Time In:	Time Out	Total Hours	S	P	A	Total	
July 2022	4	Summer Break									
	5										
	6										
	7										
	8										
	11										
	12										
	13										
	14										
	15										
	18										
	19										
	20										
	21										
	22										
	25										
	26										
	27										
	28										
	29										

Please Document only hours worked. Do not include hours off or lunch. Please check the appropriate column for leave - S - sick leave, P - personal leave, A - annual leave.

Paid On: _____

Total Hours _____

Helping Hand Developmental Center

Non-Exempt Employee Time Sheet

Name: _____

	Date	Time In:	Time Out:	Time In:	Time Out	Total Hours	S	P	A	Total	
August 2022	1										
	2										
	3										
	4										
	5										
	8										
	9										
	10										
	11										
	12										
	15										
	16										
	17										
	18										
	19	Closed									
	22	Closed									
	23										
	24										
	25										
	26										
	29										
30											
31											
1											
2											

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Non-Exempt Employee Time Sheet

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	Date	Time In:	Time Out:	Time In:	Time Out	Total Hours	S	P	A	Total	
September 2022	5	Labor Day									
	6										
	7										
	8										
	9										
	12										
	13										
	14										
	15										
	16										
	19										
	20										
	21										
	22										
	23										
	26										
	27										
	28										
	29										
	30										

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Helping Hand Developmental Center

Non-Exempt Employee Time Sheet

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	Date	Time In:	Time Out:	Time In:	Time Out	Total Hours	S	P	A	Total				
November 2022	31													
	1													
	2													
	3													
	4													
	7													
	8													
	9													
	10													
	11	Veterans Day												
	14													
	15													
	16													
	17													
	18													
	21													
	22													
	23	Thanksgiving												
	24													
	25													
28														
29														
30														
1														
2														

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Non-Exempt Employee Time Sheet

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December 2022	5										
	6										
	7										
	8										
	9										
	12										
	13										
	14										
	15										
	16										
	19	Winter Break									
	20										
	21										
	22										
	23	Winter Break									
	26										
	27										
	28										
	29										
	30										

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Non-Exempt Employee Time Sheet

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January 2023	2	New Years Holiday									
	3										
	4										
	5										
	6										
	9										
	10										
	11										
	12										
	13										
	16	Martin Luther King Day									
	17										
	18										
	19										
	20										
	23										
	24										
	25										
	26										
	27										

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Non-Exempt Employee Time Sheet

Name: _____

	Date	Time In:	Time Out:	Time In:	Time Out	Total Hours	S	P	A	Total	
February 2023	30										
	31										
	1										
	2										
	3										
	6										
	7										
	8										
	9										
	10										
	13										
	14										
	15										
	16										
	17										
	20	Presidents Day									
	21										
	22										
	23										
	24										

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Non-Exempt Employee Time Sheet

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	Date	Time In:	Time Out:	Time In:	Time Out	Total Hours	S	P	A	Total	
March 2023	27										
	28										
	1										
	2										
	3										
	6										
	7										
	8										
	9										
	10										
	13	Spring Break									
	14										
	15										
	16										
	17										
	20										
	21										
	22										
	23										
	24										
	27										
	28										
	29										
	30										
	31										

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	Date	Time In:	Time Out:	Time In:	Time Out	Total Hours	S	P	A	Total	
April 2023	3										
	4										
	5										
	6										
	7	Good Friday									
	10	Easter Monday									
	11										
	12										
	13										
	14										
	17										
	18										
	19										
	20										
	21										
	24										
	25										
	26										
	27										
	28										

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	Date	Time In:	Time Out:	Time In:	Time Out	Total Hours	S	P	A	Total
May 2023	1									
	2									
	3									
	4									
	5									
	8									
	9									
	10									
	11									
	12									
	15									
	16									
	17									
	18									
	19									
	22									
	23									
	24									
	25									
	26									
29	Memorial Day									
30										
31										
1										
2										

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June 2023	5										
	6										
	7										
	8										
	9										
	12										
	13										
	14										
	15										
	16										
	19	Juneteenth									
	20										
	21										
	22										
	23										
	26										
	27										
	28										
	29										
	30										

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