

First Day of Pay Period as mm/dd/yy:

City of Lafayette
Employee Time Sheet 2023

Pay Day is:

Time Sheet Due:

@ **5:00 p.m.**

Pay Period	Date	Actual Hours Worked	Other Hours (paid)*		Regular Hours (paid)	Sick Leave (paid)**	Vacation Leave (paid)	non-exempt only			exempt only		TOTAL
								Overtime Hours (paid)	Comp Time (paid)	Comp Time (accrue)	Executive Leave (paid)	Other Hours (unpaid)	
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
WEEKLY TOTAL													
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
WEEKLY TOTAL													

For Accounting Use Only:

Floating Holiday	Regular Hours	Total Sick	Total Vacation	Total Overtime	Total Comp	Total Comp (Acc)	Total Executive	

Your time sheet must be signed by your supervisor. If you have corrections on your time sheet, have your supervisor initial the changes.

Employee Signature

Supervisor Signature

Name (Please Print)

- *Designations for Other Hours are:
- (H) Holiday
 - (FH) Floating Holiday
 - (J) Jury Duty
 - (B) Bereavement
 - (M) Military Leave

- **Designations for Sick Leave are:
- (D) Dependent Care