Portland VA Research Foundation, Inc.

Improving Health Through Discovery

Time and Attendance Sheet

In order to promptly process your payroll, timesheets are due by noon on the Tuesday following the end of the pay period. Thank you!

Employee Name **Pay period start** **Pay period end**

Week One											
Day	**In**	**Out**	**Lunch**	**Reg.**	**A/L**	**S/L**	**O/T**	**Hol.**	**AA**	**LWOP**	**Total**
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
		Total									

Week Two											
Day	**In**	**Out**	**Lunch**	**Reg.**	**A/L**	**S/L**	**O/T**	**Hol.**	**AA**	**LWOP**	**Total**
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
		Total									

Employee Signature **Supervisor Signature**

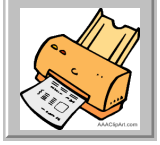
Account Number:_____ **Comments:**_____

Just fill in the boxes, starting with your name and the start and end dates for the appropriate pay period. For the In and Out times of each day worked, use the format "9:30 am" or "6:30 pm". Then just fill in each day with the appropriate time worked - Regular Hours, AL, SL, etc. Press the "Print" button at the lower right to send the form to your default printer.

Human Resources Use	
Regular Hours	
Overtime	
Sick Leave	
Annual Leave	
Holiday	
Authorized Absence	
Leave W/O Pay	
Total	

2004

NOTE: The "Save" option only works if you have the full version of Adobe Acrobat. It will not work with Adobe Reader.

Save File

Print