MONROE ENTERPRISES INC – EMPLOYEE TIME SHEET

Payroll Period Ending: _____

1st	_____	16th	_____
2nd	_____	17th	_____
3rd	_____	18th	_____
4th	_____	19th	_____
5th	_____	20th	_____
6th	_____	21st	_____
7th	_____	22nd	_____
8th	_____	23rd	_____
9th	_____	24th	_____
10th	_____	25th	_____
11th	_____	26th	_____
12th	_____	27th	_____
13th	_____	28th	_____
14th	_____	29th	_____
15th	_____	30th	_____
		31st	_____

Employee Signature _____

Use below codes above when entering times above.
B – Bonus paid time off earned
V – Vacation
H – Holiday
S – Sickness
P – Personal
A – Absent - without pay

Total **Regular** Hours _____
Total **Bonus** Hours _____
Total **Overtime** Hours _____
Total **Vacation** Hours _____
Total **Sick** Hours _____
Total **Holiday** Hours _____

TOTAL _____