

Biweekly Time Sheet

Las Cruces Aquatic Club

P.O. Box 7142
Las Cruces, NM 88006

Pay period start date: _____
Pay period end date: _____

Employee: _____
Supervisor _____

Day	Date	Time In	Time Out	Hours	Hourly Rate	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
	Total hours					
	Total pay					

Employee signature Date

Supervisor's signature Date