

Sample Timesheet: Support Staff Holiday (Worked and Not Worked)

Day	Date	*Special*	Meal	In	Out	In	Out	In	Out	In	Out	Hours	
Sat	12/25/10		0.00									0	
Sun	12/26/10		0.00									0	
Special Mon	12/27/10	HOL Full	0.00									7.5	
Special Tue	12/28/10	HOL Full	0.00	8:00AM	11:30AM							11	
Special Wed	12/29/10	HOL Full	1.00	8:00AM	4:30PM							15	
Special Thu	12/30/10	HOL Full	0.00									7.5	
Special Fri	12/31/10	HOL Full	0.00									7.5	
Week 1 Subtotal											48.5	Hours Remaining	exceeded

12/27/10 is an example of a support staff employee who does NOT work during the holiday.

12/28/10 is an example of a support staff employee who DOES work during the holiday.

12/29/10 is an example of a support staff employee who DOES work during the holiday and takes a lunch. For this example the "Meal" column was used. The employee could have used the "In" and "Out" columns instead.