

# MEDALLION

*Your Event Specialists*

Pay Period Ending:

Employee Name		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
	Hours								
	Site								
Office Use Only Below Border	Regular	Office Use Only							
	Overtime								
	Double Time								
	Statutory								

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total	
Hours									
Site									
Office Use Only Below Border	Regular	Office Use Only							
	Overtime								
	Double Time								
	Statutory								

Time Sheets are  
Due in Office  
Monday of Pay  
Week

	Week 1	Week 2	Total
Regular	Office Use Only		
Overtime			
Double Time			
Statutory			

All Staff are required to complete  
Time Sheets

Signature \_\_\_\_\_