



County of Zavala



Timesheet

Employee _____

Department _____

Pay Period _____

Thru _____

1st Week

Day	Wednesday	Thurs	Friday	Saturday	Sunday	Monday	Tuesday	Total
Date								
Hours								
SL								
VAC								
other								
Total								

2nd Week

Day	Wednesday	Thurs	Friday	Saturday	Sunday	Monday	Tuesday	Total
Date								
Hours								
SL								
VAC								
other								
Total								

1st Week	2nd Week	Total Hours

Department Head Signature _____

Employee Signature _____

Absence Codes: SL (SICK LEAVE), VAC (VACATION), WP (WITHOUT PAY), WC (WORKERS COMP), H (HOLIDAY), F (FUNERAL)

**** COMP TIME cannot be claimed on a time sheet if an employee is out of sick leave or vacation during the week**

Comments:
