

Mainstream Tours, Inc.

Employee Name: _____

Semi-Monthly

Pay Period _____

Month/Year _____

Employee Timesheet

Date	Time In	Time Out	Time In	Time Out	Split Shift Differential	Total Hours Worked	Total Hours Paid	Over-time *need approval
					1			
					1			
					1			
					1			
					1			
					1			
					1			
					1			
Date	Time In	Time Out	Time In	Time Out	Split Shift Differential	Total Hours Worked	Total Hours Paid	Over-time *need approval
					1			
					1			
					1			
					1			
					1			
					1			
					1			

❖ Pay Dates: **5th & 23rd** of each month.
6th through 20th (payday - 23rd)
21st through 5th (payday - 5th)

❖ Employee **MUST** have timesheet completed & submitted 3 days prior to pay date.

❖ All timesheets **must** be signed by employee.

❖ **NO** overtime, unless authorized in writing by management.

♦♦ **NO** company vehicles are to be used on/off shift for personal reasons.

TOTAL: _____

GRAND TOTAL: _____

TOTAL: _____

Employee Signature: _____

Date: _____

By signing this timesheet, I am attesting that I have received ALL of my rest breaks and lunch breaks due to me for this pay period.



Mainstream Tours