



PRAXIS CORPORATION TIME SHEET

Name _____

Pay Period From Date: _____ To: _____

- ① Every day, write down your hours. ② Round total hrs for the day to the nearest 15 mins.; every 15 mins. = .25 Example: 6 hrs, 45 mins. = 6.75
- ③ Indicate special hours such as Overtime, Holiday, or Paid Days Off. ④ Write your total hours for the week. ⑤ Turn in by 1:00 pm before payday Friday.

Day	Date	①				②	③			Notes
		Time Started Work	Time to Lunch	Back From Lunch	Time Ended Work	Hours Worked	OT Hours	Holiday Hours	PDO Hours	
Sun.										
Mon.										
Tues.										
Weds.										
Thurs.										
Fri.										
Sat										
④ Week One Total										
Sun.										
Mon.										
Tues.										
Weds.										
Thurs.										
Fri.										
Sat										
④ Week Two Total										

Total Regular Hours Worked _____
 Total OT Hours _____
 Total Holiday Hours _____
 Total PDO Hours _____
 Total Hours for Pay Period _____

Employee Signature/Date: _____

Reviewer's Signature/Date: _____