



# Semi Monthly Time Sheet

Month: April 1-15 2021

Employee name: Danielle Aitken

1st/16th		2nd/17th		3rd/18th		4th/19th		5th/20th		6th/21st		7th/22nd	
Time In		Total Hours	8:45 AM	Total Hours	6:45 AM	Total Hours	6:45 AM	Total Hours		Total Hours	6:45 AM	Total Hours	
Time Out		0.00	1:00 PM	4.25	10:30 AM	3.75	10:30 AM	3.75		0.00	11:00 AM	4.25	0.00
Time In		Total Hours	1:30 PM	Total Hours	11:00 AM	Total Hours	11:00 AM	Total Hours		Total Hours		Total Hours	Total Hours
Time Out		0.00	5:00 PM	3.50	3:00 PM	4.00	3:00 PM	4.00		0.00		0.00	0.00
<b>Total Hours</b>		<b>0.00</b>		<b>7.75</b>		<b>7.75</b>		<b>7.75</b>		<b>0.00</b>		<b>4.25</b>	<b>0.00</b>

8th/23rd		9th/24th		10th/25th		11th/26th		12th/27th		13th/28th		14th/29th	
Time In		Total Hours		Total Hours		Total Hours	6:45 AM	Total Hours		Total Hours	6:45 AM	Total Hours	Total Hours
Time Out		0.00		0.00		0.00	11:15 AM	4.50		0.00	11:00 AM	4.25	0.00
Time In		Total Hours		Total Hours		Total Hours	11:45 AM	Total Hours		Total Hours		Total Hours	Total Hours
Time Out		0.00		0.00		0.00	3:00 PM	3.25		0.00		0.00	0.00
<b>Total Hours</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>7.75</b>		<b>0.00</b>		<b>4.25</b>	<b>0.00</b>

15th/30th		31st												
Time In		Total Hours		Total Hours										
Time Out		0.00		0.00										
Time In		Total Hours		Total Hours										
Time Out		0.00		0.00										
<b>Total Hours</b>		<b>0.00</b>		<b>0.00</b>										
												<b>Total Hours Scheduled</b>	<b>39.50</b>	

*Danielle Aitken*  
Employee signature

April 15/2021  
Date

\_\_\_\_\_  
Manager signature

\_\_\_\_\_  
Date