

Semimonthly Time Sheet

According to Minnesota Statutes, Section 471.38, the Board of officer's authorized by law to audit and allow claims shall not audit or allow a claim until their person claiming payment, or his agent reduces it to writing in items and signs a declaration to the effect that such account, claim or demand is just and correct; that no part of such account, claim or demand had been paid.

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

Month of _____ Year _____

***Please add the actual start and end times for each day worked for Earned Sick & Safe Time accrual to be calculated**

Hours or Days with **start & end time**

1 _____ for _____ from: _____
2 _____ for _____ from: _____
3 _____ for _____ from: _____
4 _____ for _____ from: _____
5 _____ for _____ from: _____
6 _____ for _____ from: _____
7 _____ for _____ from: _____
8 _____ for _____ from: _____
9 _____ for _____ from: _____
10 _____ for _____ from: _____
11 _____ for _____ from: _____
12 _____ for _____ from: _____
13 _____ for _____ from: _____
14 _____ for _____ from: _____
15 _____ for _____ from: _____

Hours or Days with **start & end time**

16 _____ for _____ from: _____
17 _____ for _____ from: _____
18 _____ for _____ from: _____
19 _____ for _____ from: _____
20 _____ for _____ from: _____
21 _____ for _____ from: _____
22 _____ for _____ from: _____
23 _____ for _____ from: _____
24 _____ for _____ from: _____
25 _____ for _____ from: _____
26 _____ for _____ from: _____
27 _____ for _____ from: _____
28 _____ for _____ from: _____
29 _____ for _____ from: _____
30 _____ for _____ from: _____
31 _____ for _____ from: _____

TOTAL HOURS OR DAYS _____

Employee Name _____

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Fund Org Prog Crs Fin Obj

Code # _____

Code # _____