

Ouray County Time Sheet for APRIL 2019 *Time sheets due on the 24th OF APRIL*

Date	Hours/Holiday Worked	Payroll Officer Use Only	Hours Taken **				
			Comp	Sick	Vacation	Personal	Ovt
<i>Hrs carried fwd</i>							
<i>Corrections</i>							
Mon	1						
Tue	2						
Wed	3						
Thr	4						
Fri	5						
Sat	6						
Sun	7						
Mon	8						
Tue	9						
Wed	10						
Thr	11						
Fri	12						
Sat	13						
Sun	14						
Mon	15						
Tue	16						
Wed	17						
Thr	18						
Fri	19						
Sat	20						
Sun	21						
Mon	22						
Tue	23						
Wed	24						
Thr	25						
Fri	26						
Sat	27						
Sun	28						
Mon	29						
Tue	30						
			Total Hours for the Month				

Time sheets due on the 24TH APRIL

I worked these hours and all hours worked are recorded thru the 24th. Hours worked after the 24th are estimated to the best of my knowledge. Any changes will be made on the next month's timesheet.

Employee Signature: _____ Dept Head Signature: _____

* Denotes Holiday
 ** Personnel Action Form Required