

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 1/1/15
Project Name:	Pay period end: 1/15/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Thursday	1/1/15							
Friday	1/2/15							
Saturday	1/3/15							
Sunday	1/4/15							
Monday	1/5/15							
Tuesday	1/6/15							
Wednesday	1/7/15							
Thursday	1/8/15							
Friday	1/9/15							
Saturday	1/10/15							
Sunday	1/11/15							
Monday	1/12/15							
Tuesday	1/13/15							
Wednesday	1/14/15							
Thursday	1/15/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

To include paid time off on timecard, put the type of time off using the legend below and indicate if it is 1/2 or full day off. V = Vacation P = Personal H= Holiday B= Bereavement JD = Jury Duty

Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period star 1/16/15
Project Name:	Pay period end: 1/31/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Friday	1/16/15							
Saturday	1/17/15							
Sunday	1/18/15							
Monday	1/19/15							
Tuesday	1/20/15							
Wednesday	1/21/15							
Thursday	1/22/15							
Friday	1/23/15							
Saturday	1/24/15							
Sunday	1/25/15							
Monday	1/26/15							
Tuesday	1/27/15							
Wednesday	1/28/15							
Thursday	1/29/15							
Friday	1/30/15							
Saturday	1/31/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

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Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period star 2/1/15
Project Name:	Pay period end: 2/15/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Sunday	2/1/15							
Monday	2/2/15							
Tuesday	2/3/15							
Wednesday	2/4/15							
Thursday	2/5/15							
Friday	2/6/15							
Saturday	2/7/15							
Sunday	2/8/15							
Monday	2/9/15							
Tuesday	2/10/15							
Wednesday	2/11/15							
Thursday	2/12/15							
Friday	2/13/15							
Saturday	2/14/15							
Sunday	2/15/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

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Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 2/16/15
Project Name:	Pay period end: 2/28/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Monday	2/16/15							
Tuesday	2/17/15							
Wednesday	2/18/15							
Thursday	2/19/15							
Friday	2/20/15							
Saturday	2/21/15							
Sunday	2/22/15							
Monday	2/23/15							
Tuesday	2/24/15							
Wednesday	2/25/15							
Thursday	2/26/15							
Friday	2/27/15							
Saturday	2/28/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

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Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 3/1/15
Project Name:	Pay period end: 3/15/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Sunday	3/1/15							
Monday	3/2/15							
Tuesday	3/3/15							
Wednesday	3/4/15							
Thursday	3/5/15							
Friday	3/6/15							
Saturday	3/7/15							
Sunday	3/8/15							
Monday	3/9/15							
Tuesday	3/10/15							
Wednesday	3/11/15							
Thursday	3/12/15							
Friday	3/13/15							
Saturday	3/14/15							
Sunday	3/15/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

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Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period star 3/16/15
Project Name:	Pay period end: 3/31/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Monday	3/16/15							
Tuesday	3/17/15							
Wednesday	3/18/15							
Thursday	3/19/15							
Friday	3/20/15							
Saturday	3/21/15							
Sunday	3/22/15							
Monday	3/23/15							
Tuesday	3/24/15							
Wednesday	3/25/15							
Thursday	3/26/15							
Friday	3/27/15							
Saturday	3/28/15							
Sunday	3/29/15							
Monday	3/30/15							
Tuesday	3/31/15							
TOTAL HOURS =								

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Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 4/1/15
Project Name:	Pay period end: 4/15/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Wednesday	4/1/15							
Thursday	4/2/15							
Friday	4/3/15							
Saturday	4/4/15							
Sunday	4/5/15							
Monday	4/6/15							
Tuesday	4/7/15							
Wednesday	4/8/15							
Thursday	4/9/15							
Friday	4/10/15							
Saturday	4/11/15							
Sunday	4/12/15							
Monday	4/13/15							
Tuesday	4/14/15							
Wednesday	4/15/15							
TOTAL HOURS =								

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Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 4/16/15
Project Name:	Pay period end: 4/30/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Thursday	4/16/15							
Friday	4/17/15							
Saturday	4/18/15							
Sunday	4/19/15							
Monday	4/20/15							
Tuesday	4/21/15							
Wednesday	4/22/15							
Thursday	4/23/15							
Friday	4/24/15							
Saturday	4/25/15							
Sunday	4/26/15							
Monday	4/27/15							
Tuesday	4/28/15							
Wednesday	4/29/15							
Thursday	4/30/15							
TOTAL HOURS =								

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Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 5/1/15
Project Name:	Pay period end: 5/15/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Friday	5/1/15							
Saturday	5/2/15							
Sunday	5/3/15							
Monday	5/4/15							
Tuesday	5/5/15							
Wednesday	5/6/15							
Thursday	5/7/15							
Friday	5/8/15							
Saturday	5/9/15							
Sunday	5/10/15							
Monday	5/11/15							
Tuesday	5/12/15							
Wednesday	5/13/15							
Thursday	5/14/15							
Friday	5/15/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

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Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period star 5/16/15
Project Name:	Pay period end: 5/31/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Saturday	5/16/15							
Sunday	5/17/15							
Monday	5/18/15							
Tuesday	5/19/15							
Wednesday	5/20/15							
Thursday	5/21/15							
Friday	5/22/15							
Saturday	5/23/15							
Sunday	5/24/15							
Monday	5/25/15							
Tuesday	5/26/15							
Wednesday	5/27/15							
Thursday	5/28/15							
Friday	5/29/15							
Saturday	5/30/15							
Sunday	5/31/15							
TOTAL HOURS =								

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Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 6/1/15
Project Name:	Pay period end: 6/15/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Monday	6/1/15							
Tuesday	6/2/15							
Wednesday	6/3/15							
Thursday	6/4/15							
Friday	6/5/15							
Saturday	6/6/15							
Sunday	6/7/15							
Monday	6/8/15							
Tuesday	6/9/15							
Wednesday	6/10/15							
Thursday	6/11/15							
Friday	6/12/15							
Saturday	6/13/15							
Sunday	6/14/15							
Monday	6/15/15							
TOTAL HOURS =								

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Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period star 6/16/15
Project Name:	Pay period end: 6/30/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Tuesday	6/16/15							
Wednesday	6/17/15							
Thursday	6/18/15							
Friday	6/19/15							
Saturday	6/20/15							
Sunday	6/21/15							
Monday	6/22/15							
Tuesday	6/23/15							
Wednesday	6/24/15							
Thursday	6/25/15							
Friday	6/26/15							
Saturday	6/27/15							
Sunday	6/28/15							
Monday	6/29/15							
Tuesday	6/30/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

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Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 7/1/15
Project Name:	Pay period end: 7/15/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Wednesday	7/1/15							
Thursday	7/2/15							
Friday	7/3/15							
Saturday	7/4/15							
Sunday	7/5/15							
Monday	7/6/15							
Tuesday	7/7/15							
Wednesday	7/8/15							
Thursday	7/9/15							
Friday	7/10/15							
Saturday	7/11/15							
Sunday	7/12/15							
Monday	7/13/15							
Tuesday	7/14/15							
Wednesday	7/15/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

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Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period star	7/16/15
Project Name:	Pay period end:	7/31/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Thursday	7/16/15							
Friday	7/17/15							
Saturday	7/18/15							
Sunday	7/19/15							
Monday	7/20/15							
Tuesday	7/21/15							
Wednesday	7/22/15							
Thursday	7/23/15							
Friday	7/24/15							
Saturday	7/25/15							
Sunday	7/26/15							
Monday	7/27/15							
Tuesday	7/28/15							
Wednesday	7/29/15							
Thursday	7/30/15							
Friday	7/31/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

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Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 8/1/15
Project Name:	Pay period end: 8/15/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Saturday	8/1/15							
Sunday	8/2/15							
Monday	8/3/15							
Tuesday	8/4/15							
Wednesday	8/5/15							
Thursday	8/6/15							
Friday	8/7/15							
Saturday	8/8/15							
Sunday	8/9/15							
Monday	8/10/15							
Tuesday	8/11/15							
Wednesday	8/12/15							
Thursday	8/13/15							
Friday	8/14/15							
Saturday	8/15/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

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Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 8/16/15
Project Name:	Pay period end: 8/31/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Sunday	8/16/15							
Monday	8/17/15							
Tuesday	8/18/15							
Wednesday	8/19/15							
Thursday	8/20/15							
Friday	8/21/15							
Saturday	8/22/15							
Sunday	8/23/15							
Monday	8/24/15							
Tuesday	8/25/15							
Wednesday	8/26/15							
Thursday	8/27/15							
Friday	8/28/15							
Saturday	8/29/15							
Sunday	8/30/15							
Monday	8/31/15							
TOTAL HOURS =								

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Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 9/1/15
Project Name:	Pay period end: 9/15/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Tuesday	9/1/15							
Wednesday	9/2/15							
Thursday	9/3/15							
Friday	9/4/15							
Saturday	9/5/15							
Sunday	9/6/15							
Monday	9/7/15							
Tuesday	9/8/15							
Wednesday	9/9/15							
Thursday	9/10/15							
Friday	9/11/15							
Saturday	9/12/15							
Sunday	9/13/15							
Monday	9/14/15							
Tuesday	9/15/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

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Non-Exempt Timecard



Employee Name:	Pay period start: 9/16/15
Project Name:	Pay period end: 9/30/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Wednesday	9/16/15							
Thursday	9/17/15							
Friday	9/18/15							
Saturday	9/19/15							
Sunday	9/20/15							
Monday	9/21/15							
Tuesday	9/22/15							
Wednesday	9/23/15							
Thursday	9/24/15							
Friday	9/25/15							
Saturday	9/26/15							
Sunday	9/27/15							
Monday	9/28/15							
Tuesday	9/29/15							
Wednesday	9/30/15							
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Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 10/1/15
Project Name:	Pay period end: 10/15/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Thursday	10/1/15							
Friday	10/2/15							
Saturday	10/3/15							
Sunday	10/4/15							
Monday	10/5/15							
Tuesday	10/6/15							
Wednesday	10/7/15							
Thursday	10/8/15							
Friday	10/9/15							
Saturday	10/10/15							
Sunday	10/11/15							
Monday	10/12/15							
Tuesday	10/13/15							
Wednesday	10/14/15							
Thursday	10/15/15							
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Project Name:	Pay period end: 10/31/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Friday	10/16/15							
Saturday	10/17/15							
Sunday	10/18/15							
Monday	10/19/15							
Tuesday	10/20/15							
Wednesday	10/21/15							
Thursday	10/22/15							
Friday	10/23/15							
Saturday	10/24/15							
Sunday	10/25/15							
Monday	10/26/15							
Tuesday	10/27/15							
Wednesday	10/28/15							
Thursday	10/29/15							
Friday	10/30/15							
Saturday	10/31/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

To include paid time off on timecard, put the type of time off using the legend below and indicate if it is 1/2 or full day off. V = Vacation P = Personal H= Holiday B= Bereavement JD = Jury Duty

Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period star 11/1/15
Project Name:	Pay period end: 11/15/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Sunday	11/1/15							
Monday	11/2/15							
Tuesday	11/3/15							
Wednesday	11/4/15							
Thursday	11/5/15							
Friday	11/6/15							
Saturday	11/7/15							
Sunday	11/8/15							
Monday	11/9/15							
Tuesday	11/10/15							
Wednesday	11/11/15							
Thursday	11/12/15							
Friday	11/13/15							
Saturday	11/14/15							
Sunday	11/15/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

To include paid time off on timecard, put the type of time off using the legend below and indicate if it is 1/2 or full day off. V = Vacation P = Personal H= Holiday B= Bereavement JD = Jury Duty

Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 11/16/15
Project Name:	Pay period end: 11/30/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Monday	11/16/15							
Tuesday	11/17/15							
Wednesday	11/18/15							
Thursday	11/19/15							
Friday	11/20/15							
Saturday	11/21/15							
Sunday	11/22/15							
Monday	11/23/15							
Tuesday	11/24/15							
Wednesday	11/25/15							
Thursday	11/26/15							
Friday	11/27/15							
Saturday	11/28/15							
Sunday	11/29/15							
Monday	11/30/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

To include paid time off on timecard, put the type of time off using the legend below and indicate if it is 1/2 or full day off. V = Vacation P = Personal H= Holiday B= Bereavement JD = Jury Duty

Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 12/1/15
Project Name:	Pay period end: 12/15/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Tuesday	12/1/15							
Wednesday	12/2/15							
Thursday	12/3/15							
Friday	12/4/15							
Saturday	12/5/15							
Sunday	12/6/15							
Monday	12/7/15							
Tuesday	12/8/15							
Wednesday	12/9/15							
Thursday	12/10/15							
Friday	12/11/15							
Saturday	12/12/15							
Sunday	12/13/15							
Monday	12/14/15							
Tuesday	12/15/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

To include paid time off on timecard, put the type of time off using the legend below and indicate if it is 1/2 or full day off. V = Vacation P = Personal H= Holiday B= Bereavement JD = Jury Duty

Employee signature

Date

Manager signature

Date

Paragon Services

Non-Exempt Timecard



Employee Name:	Pay period start: 12/16/15
Project Name:	Pay period end: 12/31/15

Day	Date	Time in	Lunch Out	Lunch In	Time Out	Regular Total Hrs	Overtime Total Hrs	Paid Time Off Hours
Wednesday	12/16/15							
Thursday	12/17/15							
Friday	12/18/15							
Saturday	12/19/15							
Sunday	12/20/15							
Monday	12/21/15							
Tuesday	12/22/15							
Wednesday	12/23/15							
Thursday	12/24/15							
Friday	12/25/15							
Saturday	12/26/15							
Sunday	12/27/15							
Monday	12/28/15							
Tuesday	12/29/15							
Wednesday	12/30/15							
Thursday	12/31/15							
TOTAL HOURS =								

Note all unpaid meal breaks as lunch in or lunch out. Include paid time off (Vacation, Sick, Personal, Holiday) under paid time off column and total at bottom of timesheet. I certify the above hours and dates are correct and understand that any falsification of this timecard constitutes grounds for termination. I hereby certify that I have been provided with all rest and meal breaks to which I am entitled.

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Employee signature

Date

Manager signature

Date