



GODWIN CORPORATION  
PHONE: 877.446.3946 PAYROLL FAX: 301.434.3284

**TIMESHEET**

EMPLOYEE NAME: \_\_\_\_\_  
DEPT No. : \_\_\_\_\_  
LOCATION : \_\_\_\_\_

TIME INCREMENTS  
15 mins = .25  
30 mins = .50  
45 mins = .75

STARTING DATE: \_\_\_\_\_  
ENDING DATE: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_

DAY OF WEEK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		TOTAL
HRS.	16	17	18	20	21	22	23	24	25	26	27	28	29	30	31		HOURS
SHIFTS	Day	Day	Night	Day	Day				Night			Day	Day	Night			
TIME IN	7:00am	7:00am	7:00pm		7:00am	7:00am			11:00pm			7:00am	7:00am	11:00pm			
LUNCH-OUT	12:00pm	12:00pm	3:00pm		12:00pm	12:00pm			3:00am			12:00pm	12:00pm	3:00am			
LUNCH-IN	12:30pm	12:30pm	3:30pm		12:30pm	12:30pm			3:30am			12:30pm	12:30pm	3:30am			
TIME OUT	3:30pm	3:30pm			3:30pm	3:30pm			7:30pm			3:30pm	3:30pm	7:30pm			
TOTAL HOURS	8.0	8.0			8.0	8.0			8.0			8.0	8.0	8.0			72.0
VACATION																	
HOLIDAY																	
SICK LEAVE								8.0									8.0
TOTAL HOURS																	80.0
Comments _____																	
EMPLOYEE SIGNATURE _____																	
Overtime is not permitted unless authorized by the government.																	
PLEASE FAX SIGNED TIMESHEET TO 301.434.3284 ON THE 1ST AND THE 16TH OF EACH MONTH.																	
GOVERNMENT APPROVAL _____																	

*There are two (2) pay periods in each month: 1st to the 15th., submit by the 16th; 16th through the 31st, submit by the 1st*

- Your name
- Your Social Security Number
- Your duty location
- The start date of the pay period
- The end date of the pay period
- Job Title

- Circle the dates worked
- Enter the type of shift worked
- Your Time In
- Time you went to lunch
- Time returned from lunch
- Time out

- Add the hours worked for each day that you worked
- Add the total number hours worked for the entire period
- Enter any hours used for vacation, holiday or sick leave.
- Total the hours used for vacation, holiday or sick leave.
- Calculate the total hours worked during this pay period.
- Sign your timesheet
- Obtain the signature of a designated worked site supervisor