

MACPAC Timesheet

Employee

Carolyn Kaneko

Pay Period End Date (PPE)

12/14/2024

Click in blue box and use drop down menu to fill in PPE date here.

Week 1	12/1/2024	12/2/2024	12/3/2024	12/4/2024	12/5/2024	12/6/2024	12/7/2024	
	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Regular hours worked		8	8	8	8	8		40
Federal holiday								0
Annual leave								0
Sick leave								0
Bereavement leave								0
Jury duty								0
Parental leave								0
Other Paid Absence/Admin leave								0
Comp time earned (non-exempt empls)								0
Comp time used (non-exempt empls)								0
Leave without pay								0
Total payable hours		8	8	8	8	8		40
Week 2	12/8/2024	12/9/2024	12/10/2024	12/11/2024	12/12/2024	12/13/2024	12/14/2024	
	Sun	Mon	Tues	Wed	Thurs	Fri	Sat (PPE)	Total
Regular hours worked		8	8	8	8	4		36
Federal holiday								0
Annual leave								0
Sick leave								0
Bereavement leave								0
Jury duty								0
Parental leave								0
Other Paid Absence/Admin leave						4		4
Comp time earned (non-exempt empls)								0
Comp time used (non-exempt empls)								0
Leave without pay								0
Total payable hours		8	8	8	8	8		40
Pay Period Totals		16	16	16	16	16		80

Employee Signature

Print and sign or convert to PDF and insert electronic signature.

Carolyn Kaneko

12/14/2024

Date

Approved by

Supervisor signs timesheet and any attached leave requests for this pay period.

Caroline Broder

12/10/24

Supervisor Signature

Date