Houlton Band of Maliseet Indians
Employee Time Sheet

Employee Name: _____ PPE: _____

Fund Number:_____

FEMA HOURS
(Fund # 12-9021)

Date	Day	In	Out	In	Out	Keys	Hrs. Wkd	Total	In	Out	Total FEMA Hours
	TUES.							0.00			0.00
	WED.							0.00			0.00
	THUR							0.00			0.00
	FRI.							0.00			0.00
	SAT.							0.00			0.00
	SUN.							0.00			0.00
	MON.							0.00			0.00

Annual Hours Used:	
Sick Hours Used:	
Flex/ Comp Used:	

Total FEMA Hours: 0

Total Hours: 0.00

Minus Hours Over 40: _____

Total Hours This Pay Check: _____

_____ _____
Employee Signature Date Supervisor's Signature Date

_____
HR Signature Date

Keys

A	Annual Leave	I	Indian Day
ADM	Administrative Leave	C/F	Comp/ Flex Used
H	Holiday	L/O	Leave Without Pay
Ber	Bereavement Leave	OCE	Office Closed Early
S	Sick	AT	Authorized Travel
W	Regular Work Hours		

Send