County of Menard

Menard County Courthouse

Menard, Texas 76859

Employee Time Sheet

ALL employees paid on an hourly wage basis must submit a completed Employee Time Sheet to the County Treasurer's Office prior to the regularly scheduled pay period or the employee will not receive a paycheck for that pay period.

Employee Name_____

Work Station_____

Job Classification_____

Two Weeks Ending Date_____

DATE	IN	OUT	IN	OUT	TOTAL

TOTAL HOURS_____

I affirm and declare the foregoing to be true statements and it accounts for all hours worked during the time period. Falsifying a time sheet, a governmental record, is a punishable offense under Texas Penal Code, Section 37.10 (Tampering With Governmental Records, a state felony punishable by up to two years in a state jail facility and a fine up to $10,000 or both.)

Employee Signature_____

Supervisor Signature_____

Revised 10/24/2023