

Officer's Time Keeping Sheet

Email to: info@teampatrol.com

Officer's Name _____ Supervisor Name _____

Deployment Period Start Date: _____ - _____ - _____ End Date: _____ - _____ - _____

Post Name	Day	Date	Shift Start	Shift End	Hours

Current Month:

Total Hours Worked:

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YOU MUST EMAIL YOUR TIME SHEET ON THE 1ST AND 16TH OF EACH MONTH.

NOTE: You are responsible for your time sheet. No discrepancy in your time sheet will be tolerated. Please fill out your time sheet precisely and complete it on a daily basis to avoid honest mistakes. If you feel there is an error in the hours for which you are paid please contact our supervisor within the next 24 hours to fix the error.

Your checks will be ready on the 7th and 22nd of each month.

(If your check is being mailed please wait for 2 to 3 business days for your check to arrive in the mail.)

Officer's Signature

Date

Supervisor's Signature

Date