

TIME SHEET

Name _____ Position _____

School Building _____ Supervisor _____

Date	__/__/__ M	__/__/__ T	__/__/__ W	__/__/__ Th	__/__/__ F
In					
Out					
In					
Out					
Hours					

Date	__/__/__ M	__/__/__ T	__/__/__ W	__/__/__ Th	__/__/__ F
In					
Out					
In					
Out					
Hours					

Date	__/__/__ M	__/__/__ T	__/__/__ W	__/__/__ Th	__/__/__ F
In					
Out					
In					
Out					
Hours					

Total Regular Hours _____ Total Overtime Hours _____

Supervisor's Approval _____

Time should be recorded 1st to the 15th, & 16th to the end of the month

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