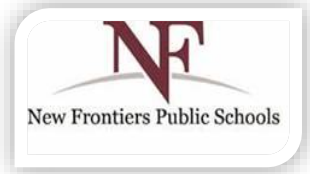


TIME SHEET



Employee Name: _____

Supervisor Name: _____

Week Starting: _____

Department/Grade Level: _____

**** Payroll will not process incomplete timesheets ****

Day of Week	Date	Time In	Lunch/Break (mins./hrs.)	Time Out	Time Worked (Day/Hrs.)	Pay Rate per Day or Hr.	= Total Pay	Description (grade level, field trip, Sat. school)
EXAMPLE	10/16/2021	9:00 AM	0	1:00 PM	1 Day	\$80/Day	\$80.00	Saturday Detention
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Totals:							\$	

Employee Signature

Date

Supervisor Signature

Date