TIMESHEET



Any extra time worked must be at the direction of an administrator, allowed under your employment contract, and/or authorized by board action. Timesheets must be filled out completely and submitted within the appropriate time frame, per the board approved payroll calendar on the back of this form.

Employee Name (please print)

Employee Signature

DATE	TYPE OF WORK	TIME IN	TIME OUT	HOURS
TOTAL HOURS:				
(rounded to the nearest quarter hour)				