

Employee Name: _____

Job Title: _____

Pay Period Dates: _____

	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	Misc Notes	
Date									
IN									
Lunch Out									
Lunch IN									
OUT								Reg Hrs	OVT Hrs
TOTAL HRS									

Date									
IN									
Lunch Out									
Lunch IN									
OUT								Reg Hrs	OVT Hrs
TOTAL HRS									

Date									
IN									
Lunch Out									
Lunch IN									
OUT								Reg Hrs	OVT Hrs
TOTAL HRS									

Date									
IN									
Lunch Out									
Lunch IN									
OUT								Reg Hrs	OVT Hrs
TOTAL HRS									

Date									
IN									
Lunch Out									
Lunch IN									
OUT								Reg Hrs	OVT Hrs
TOTAL HRS									

Date									
IN									
Lunch Out									
Lunch IN									
OUT								Reg Hrs	OVT Hrs
TOTAL HRS									

PAY PERIOD TOTALS

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Employee Signature

Supervisor Signature

Time Sheets should be completed in PEN. All time sheets must be signed by BOTH the employee and the employee supervisor! Fully signed time sheets are due to the USD 320 District Office by 5:00 p.m. on the 10th of each month. Failure to submit time sheets when due may result in a delay of the employee pay check!

SAMPLE

Employee Name: Sally Employee

Job Title: Custodian

Pay Period Dates: 1/10/09 - 2/9/09

	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	Misc Notes	
Date	1/11/2009	1/12/2009	1/13/2009	1/14/2009	1/15/2009	1/16/2009	1/17/2009	Mon had to come in early for special project.	
IN		7:45	8:00	8:00	8:00	8:00			
Lunch Out		12:00	-	12:00	12:00	12:00			
Lunch IN		1:00	-	1:00	1:00	1:00			
OUT		5:00	4:00	5:00	5:00	5:00		Reg Hrs	OVT Hrs
TOTAL HRS		8.25	8	8	8	8		40	0.25