



# TIMESHEET

Position \_\_\_\_\_

JOB CODE

Name \_\_\_\_\_

School \_\_\_\_\_

Month/Year \_\_\_\_\_

Date	Hours Worked (Indicate Exceptions)	Holidays and Leaves of Absence (Include Explanations)	Total Daily Hours
Reg Hrs			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

**Total Hours**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Principal

For Office Use Only:		
Adjustments:		
_____	_____	_____
Hours	Hourly	Total \$ Adjustment (Excluding HP)