

EMPLOYEE'S DAILY AND MONTHLY TIME REPORT

(Any person employed in two or more job categories will fill out a separate "time report" to record the work time on each category of activity.)

1. Name _____ Address _____
 2. School _____
 3. Position _____ Employee # _____

Period Beginning _____ Ending _____

(1)	(2)	(4)						(5)		(6)	(7)	(8)
		Morning		Afternoon		Night		Total				
Day of Month	Calendar Month and Date	Start	Stop	Start	Stop	Start	Stop	Hrs.	Min.	Overtime Hours	Comp Time Earned / Used	Other
Sat												
Sun												
Mon												
Tue												
Wed												
Thur												
Fri												
TOTAL FOR 1st WEEK												
Sat												
Sun												
Mon												
Tue												
Wed												
Thur												
Fri												
TOTAL FOR 2ND WEEK												
Sat												
Sun												
Mon												
Tue												
Wed												
Thur												
Fri												
TOTAL FOR 3RD WEEK												
Sat												
Sun												
Mon												
Tue												
Wed												
Thur												
Fri												
TOTAL FOR 4TH WEEK												
Sat												
Sun												
Mon												
Tue												
Wed												
Thur												
Fri												
TOTAL FOR 5TH WEEK												
TOTAL TIME WORKED FOR SCHOOL MONTH/CALENDAR MONTH												

For Finance Office Use Only		
Leave Used	Annual Leave	
	Sick Leave	
	Bonus	
	W/O Pay	

I hereby certify that the above report of time is true and correct and includes total hours worked each day for the period covered as indicated at the top of this report.

(Employee)

BUDGET CODE

(Principal or Supervisor)

Note: Changes must be initialed by both employee and supervisor.

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[illegible]

(Date)

(Date)

employee and supervisor