

PRESTON PUBLIC SCHOOLS TIMESHEET

Must be turned in on Friday prior to Payday
Report hours in tenths, not minutes

- Position**
- _____ Inst Assistant
 - _____ Tutor
 - _____ Secretary
 - _____ Nurse
 - _____ Cafeteria

Name: _____

Week Ending: _____

| | Date mm/dd/yy | Start Time | End Time | Hours Worked | Name of person for whom you <i>Tutored/Worked</i> |
|---------------|------------------|------------|----------|--------------|--|
| Week 1 | | | | | |
| Mon | | | | | |
| Tue | | | | | |
| Wed | | | | | |
| Thu | | | | | |
| Fri | | | | | |
| Week 1 Total: | | | | | |

| | Date mm/dd/yy | Start Time | End Time | Hours Worked | Name of person for whom you <i>Tutored/Worked</i> |
|---------------|------------------|------------|----------|--------------|--|
| Week 2 | | | | | |
| Mon | | | | | |
| Tue | | | | | |
| Wed | | | | | |
| Thu | | | | | |
| Fri | | | | | |
| Week 2 Total: | | | | | |

Grand Total: _____

Signature: _____

Supervisor Initials: _____

Principal Signature: _____