



# SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

## Personnel Weekly Timesheet

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Building: \_\_\_\_\_

Regular Scheduled Hours: From \_\_\_\_\_ To \_\_\_\_\_

If Substitute:  Daily Sub  Long-Term Sub  Cadre Sub

DAY	DATE	START TIME	END TIME	DESCRIPTION	HOURS	BREAK
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
TOTAL HOURS						

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

Received by Payroll on: \_\_\_\_\_ Initials: \_\_\_\_\_