

**Putnam County Educational Service Center
124 Putnam Parkway
Ottawa, OH 45875**

Social Security # _____

Pay Period Ending _____

Employee Name _____

Position _____

PCESC Payroll Time Sheet

Day of Week	Date	Morning		Afternoon		Total Hours
		IN	OUT	IN	OUT	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Weekly Total						0

Day of Week	Date	Morning		Afternoon		Total Hours
		IN	OUT	IN	OUT	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Weekly Total						0
Bi-Weekly Total						0

***At least a 30 minute lunch break must be taken when working 6 hours or more.**

I certify the time stated above is accurate and truly reflects my work schedule.

Signature of Employee

Signature of Supervisor

Treasurer Office Use Only

Total Hours _____ 0

Account # _____

Rate _____

Amount _____

County Superintendent's Signature