

**UNIFIED SCHOOL DISTRICT 250  
WEEKLY TIME REPORT FOR CLASSIFIED PERSONNEL**

**NAME** \_\_\_\_\_ **MONTH** \_\_\_\_\_ **YEAR** \_\_\_\_\_

**POSITION** \_\_\_\_\_ **REG.DAILY HOURS** \_\_\_\_\_ **BUILDING** \_\_\_\_\_

<u>DATE</u>	<u>REGULAR HOURS</u>	<u>EXTRA HOURS</u>	<u>SICK</u>	<u>PERS</u>	<u>COMP</u>	<u>REASON</u>	<u>TOTAL HRS.</u>
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
						<b>WEEKLY TOTAL:</b>	_____
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
						<b>WEEKLY TOTAL:</b>	_____
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
						<b>WEEKLY TOTAL:</b>	_____
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
_____	TO _____ TO _____	_____ TO _____					
						<b>WEEKLY TOTAL:</b>	_____

<b>SIGNATURE OF SUPERVISOR</b>	<b>EMPLOYEE SIGNATURE</b>	<b>TOTAL HOURS FOR MONTH</b>
_____	_____	_____