

Employee Name: _____

Campus: _____

| Date | Day | Time In | Time Out | Time In | Time Out | Time In | Time Out | Daily Total | Initials |
|------|-----|---------|----------|---------|----------|---------|----------|-------------|----------|
| | M | | | | | | | | |
| | T | | | | | | | | |
| | W | | | | | | | | |
| | T | | | | | | | | |
| | F | | | | | | | | |
| | S | | | | | | | | |

Weekly Total _____ Hours

| Date | Day | Time In | Time Out | Time In | Time Out | Time In | Time Out | Daily Total | Initials |
|------|-----|---------|----------|---------|----------|---------|----------|-------------|----------|
| | M | | | | | | | | |
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| | F | | | | | | | | |
| | S | | | | | | | | |

Weekly Total _____ Hours

| Date | Day | Time In | Time Out | Time In | Time Out | Time In | Time Out | Daily Total | Initials |
|------|-----|---------|----------|---------|----------|---------|----------|-------------|----------|
| | M | | | | | | | | |
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| | F | | | | | | | | |
| | S | | | | | | | | |

Weekly Total _____ Hours

| Date | Day | Time In | Time Out | Time In | Time Out | Time In | Time Out | Daily Total | Initials |
|------|-----|---------|----------|---------|----------|---------|----------|-------------|----------|
| | M | | | | | | | | |
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| | F | | | | | | | | |
| | S | | | | | | | | |

Weekly Total _____ Hours

| Date | Day | Time In | Time Out | Time In | Time Out | Time In | Time Out | Daily Total | Initials |
|------|-----|---------|----------|---------|----------|---------|----------|-------------|----------|
| | M | | | | | | | | |
| | T | | | | | | | | |
| | W | | | | | | | | |
| | T | | | | | | | | |
| | F | | | | | | | | |
| | S | | | | | | | | |

Weekly Total _____ Hours

TOTAL HOURS: _____

Supervisor/Principal Signature *Date*

PAY RATE: _____

Employee Signature *Date*