



**SELMA CITY SCHOOLS**  
RETHINK REIGNITE REDESIGN TRANSFORM

# SELMA CITY SCHOOLS

## TIME RECORD

Employee Name \_\_\_\_\_ Employee # \_\_\_\_\_ Pay Period \_\_\_\_\_ to \_\_\_\_\_

DATE	DAY	IN	OUT	TOTAL TIME	LOCATION
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

TOTAL \_\_\_\_\_

DATE	DAY	IN	OUT	TOTAL TIME	LOCATION
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

TOTAL \_\_\_\_\_

DATE	DAY	IN	OUT	TOTAL TIME	LOCATION
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

TOTAL \_\_\_\_\_

DATE	DAY	IN	OUT	TOTAL TIME	LOCATION
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

TOTAL \_\_\_\_\_

GRAND TOTAL \_\_\_\_\_

The above is a true Correct record for the period.

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Supervisor Signature