

**HILLSBORO CITY SCHOOLS
CLASSIFIED STAFF TIME SHEET
(print on white paper)**

PAY PERIOD BEGINNING DATE _____

BUILDING _____

EMPLOYEE NAME _____

POSITION _____

| DATE | CHECK IN | LUNCH CHECK OUT | AFTER LUNCH CHECK IN | CHECK OUT | REGULAR HOURS | EXTRA HOURS WORKED | DESCRIPTION OF ACTIVITY |
|------|----------|-----------------|----------------------|-----------|---------------|--------------------|-------------------------|
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |
| 25 | | | | | | | |
| 26 | | | | | | | |
| 27 | | | | | | | |
| 28 | | | | | | | |
| 29 | | | | | | | |
| 30 | | | | | | | |
| 31 | | | | | | | |

Employees are to report for work at the time designated and quit at the specified time. Complete time in and out daily, including actual lunch break.

No overtime is to be worked without prior approval of Principal or Superintendent unless in the event of an emergency.

TOTALS

EMPLOYEE SIGNATURE

PRINCIPAL / SUPERVISOR SIGNATURE