



**Midwestern Intermediate Unit IV**  
453 Maple Street • Grove City, PA 16127

**Part-time Personnel Time Sheet**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Base Address: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Program: \_\_\_\_\_

Board Approved Hours: \_\_\_\_\_

Dates	Hours	Teacher Initials	Dates	Hours	Teacher Initials	Dates	Hours	Teacher Initials
Sun. _____	_____	_____	Sun. _____	_____	_____	Sun. _____	_____	_____
Mon. _____	_____	_____	Mon. _____	_____	_____	Mon. _____	_____	_____
Tues. _____	_____	_____	Tues. _____	_____	_____	Tues. _____	_____	_____
Wed. _____	_____	_____	Wed. _____	_____	_____	Wed. _____	_____	_____
Thurs. _____	_____	_____	Thurs. _____	_____	_____	Thurs. _____	_____	_____
Fri. _____	_____	_____	Fri. _____	_____	_____	Fri. _____	_____	_____
Sat. _____	_____	_____	Sat. _____	_____	_____	Sat. _____	_____	_____

*This sheet must be in the MIU IV office by the 1st of the month for payment on the 15th of the month and by the 15th of the month for payment on the 30th of the month.*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Employee Signature*

<b>OFFICE USE ONLY</b>
DEPARTMENT (ACCOUNT #): _____
BUSINESS MANAGER: _____
RATE: _____