DATE: _____________ PRINT NAME: __________________________________ BLDG: SMS

EMPLOYEE SIGNATURE: ________________________________

EXAMPLE- Date: 10/25/2021  Period/Lock: 1  Minutes: 50  Covered for: Mr. Solo

Circle period or lock!!

-Date: _____________ Period/Lock: _____ Minutes: ___  Covered for: _________________
-Date: _____________ Period/Lock: _____ Minutes: ___  Covered for: _________________
-Date: _____________ Period/Lock: _____ Minutes: ___  Covered for: _________________
-Date: _____________ Period/Lock: _____ Minutes: ___  Covered for: _________________
-Date: _____________ Period/Lock: _____ Minutes: ___  Covered for: _________________
-Date: _____________ Period/Lock: _____ Minutes: ___  Covered for: _________________
-Date: _____________ Period/Lock: _____ Minutes: ___  Covered for: _________________
-Date: _____________ Period/Lock: _____ Minutes: ___  Covered for: _________________
-Date: _____________ Period/Lock: _____ Minutes: ___  Covered for: _________________

Total Minutes: ___________________

COMPLETE & RETURN FOR PRINCIPAL’S APPROVAL. IF NOT SIGNED, PAYMENT WILL NOT BE MADE.

*** PRINCIPAL SIGNATURE: ________________________________ DATE: ________________

PAYROLL USE ONLY:

INHOU-AI = TAIDE
INHOU-TA = TASST

Total 50 Minute Periods Covered: _______ @$29.88
Total Lock/40 Minute Periods Covered: _______ @$22.42

3 Free Complete? ______

Print on white paper, single sided
9/8/22