

BYRON AREA SCHOOLS BI-WEEKLY TIME RECORDS

NAME OF PERSON TO BE PAID

Type of Work _____

Month _____

Days	Date	Hours Worked	Activity
Thursday			
Friday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Monday			
Tuesday			
Wednesday			

THIS REPORT IS TO BE TURNED INTO THE SUPERVISOR/PRINCIPAL'S OFFICE BY WEDNESDAY 3:00 PM THE WEEK BEFORE PAYROLL IS PAID.

Total Hours This Pay

Principal/Supervisor Signature

Rate of Pay

Employee Signature

Superintendent

Pay Date:
