

MIDDLESBORO INDEPENDENT SCHOOLS

REGULAR TIME RECORD

ON THIS FORM REPORT TIME ACTUALLY WORKED UP TO THE LIMITS OF YOUR ANNUAL SALARY NOTICE. TIME BEYOND THAT AUTHORIZED BY YOUR ANNUAL SALARY NOTICE MUST BE APPROVED BY YOUR SUPERVISOR OR PRINCIPAL IN ADVANCE AND REPORTED ON FORM PR-2 (ADDITIONAL TIME REQUEST ORDER). ATTACH FORM PR-2 TO THIS FORM WHENEVER APPROPRIATE.

EMPLOYEE \_\_\_\_\_ WEEK ENDING \_\_\_\_\_

OCCUPATION \_\_\_\_\_

	ON	OFF	ON	OFF	ON	OFF	TOTAL HOURS
SUN							
MON							
TUE							
WED							
THU							
FRI							
SAT							
TOTAL HOURS FOR WEEK							

REG HRS \_\_\_\_\_

O T HRS \_\_\_\_\_

O T HRS \_\_\_\_\_

TOTAL \_\_\_\_\_

REGULAR TIME RECORD

EMPLOYEE \_\_\_\_\_ WEEK ENDING \_\_\_\_\_

OCCUPATION \_\_\_\_\_

	ON	OFF	ON	OFF	ON	OFF	TOTAL HOURS
SUN							
MON							
TUE							
WED							
THU							
FRI							
SAT							
TOTAL HOURS FOR WEEK							

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE