



### CHENEY PUBLIC SCHOOLS #360

2024-2025 TIMESHEET

Employee Timesheet (For extra hours, work at games, meetings)

Name: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_  
Location: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

Day	Time In	Time Out	Total Hrs	Hrly Rate	Reason - Required	Account Code: Supervisor provides

Total Hours: \_\_\_\_\_  
Total Pay: \_\_\_\_\_

*I certify that the above is an accurate record of the time worked during the period indicated.*

Employee Signature: \_\_\_\_\_  
(Full Name Required)

Supervisor Signature: \_\_\_\_\_  
(Required)