

TRS Retiree Monthly Work Report

This report must be completed by all retirees **every month**, unless a full time employee. You must report **all** hours worked. The report is due by the **first business day of each month**. Email the report to payroll2@birdvilleschools.net or bring to the payroll office. Note: This form is only for TRS reporting. It is NOT used to submit your time for payment.

Name: _____

Employee ID: _____

Month/Yr: _____

Date	Description Job #1	Hours Worked Job #1	Description Job #2	Hours Worked Job #2	Total Hours Worked
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

I certify that this is accurate record of my time worked.

Total Hours: _____

Signature _____

Date _____

Total Days: _____

revised: 7/31/2025