

Bertie County Schools

Employee's Daily and Monthly Time Sheet

Any person employed in two or more job categories will fill out a separate "Time Report" to record the work time on each category of activity.

Name _____ Title _____

Period Beginning _____ Ending _____

Budget Code _____ Location _____

| Day | Month | Date | Morning | | Sub Total | Afternoon | | Sub Total | Night | | Sub Total | Time Work | Regular Time | Total Overtime | 1 or 1 1/2 | Total Comp. Time |
|-------|-------|------|---------|------|-----------|-----------|------|-----------|-------|------|-----------|-----------|--------------|----------------|------------|------------------|
| | | | Start | Stop | | Start | Stop | | Start | Stop | | | | | | |
| Mon | | | | | | | | | | | | | | | | |
| Tues | | | | | | | | | | | | | | | | |
| Wed | | | | | | | | | | | | | | | | |
| Thurs | | | | | | | | | | | | | | | | |
| Fri | | | | | | | | | | | | | | | | |
| Sat | | | | | | | | | | | | | | | | |
| Sun | | | | | | | | | | | | | | | | |

1st Week Sub Total _____ Sub Total _____ Sub Total _____ Total for Week _____

| | | | | | | | | | | | | | | | | |
|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Mon | | | | | | | | | | | | | | | | |
| Tues | | | | | | | | | | | | | | | | |
| Wed | | | | | | | | | | | | | | | | |
| Thurs | | | | | | | | | | | | | | | | |
| Fri | | | | | | | | | | | | | | | | |
| Sat | | | | | | | | | | | | | | | | |
| Sun | | | | | | | | | | | | | | | | |

2nd Week Sub Total _____ Sub Total _____ Sub Total _____ Total for Week _____

| | | | | | | | | | | | | | | | | |
|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Mon | | | | | | | | | | | | | | | | |
| Tues | | | | | | | | | | | | | | | | |
| Wed | | | | | | | | | | | | | | | | |
| Thurs | | | | | | | | | | | | | | | | |
| Fri | | | | | | | | | | | | | | | | |
| Sat | | | | | | | | | | | | | | | | |
| Sun | | | | | | | | | | | | | | | | |

3rd Week Sub Total _____ Sub Total _____ Sub Total _____ Total for Week _____

| | | | | | | | | | | | | | | | | |
|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Mon | | | | | | | | | | | | | | | | |
| Tues | | | | | | | | | | | | | | | | |
| Wed | | | | | | | | | | | | | | | | |
| Thurs | | | | | | | | | | | | | | | | |
| Fri | | | | | | | | | | | | | | | | |
| Sat | | | | | | | | | | | | | | | | |
| Sun | | | | | | | | | | | | | | | | |

4th Week Sub Total _____ Sub Total _____ Sub Total _____ Total for Week _____

| | | | | | | | | | | | | | | | | |
|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Mon | | | | | | | | | | | | | | | | |
| Tues | | | | | | | | | | | | | | | | |
| Wed | | | | | | | | | | | | | | | | |
| Thurs | | | | | | | | | | | | | | | | |
| Fri | | | | | | | | | | | | | | | | |
| Sat | | | | | | | | | | | | | | | | |
| Sun | | | | | | | | | | | | | | | | |

5th Week Sub Total _____ Sub Total _____ Sub Total _____ Total for Week _____

| | | | | | | | | | | | | | | | | |
|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Mon | | | | | | | | | | | | | | | | |
| Tues | | | | | | | | | | | | | | | | |
| Wed | | | | | | | | | | | | | | | | |
| Thurs | | | | | | | | | | | | | | | | |
| Fri | | | | | | | | | | | | | | | | |
| Sat | | | | | | | | | | | | | | | | |
| Sun | | | | | | | | | | | | | | | | |

Total Time Worked For The School Month Or Calendar Month

Beginning Comp. Time _____ I hereby certify that the above report of time is a
 This Week Comp. Time _____ correct statement and includes total hours worked
 This Month Comp. Time _____ each workday for the period covered as indicated at
 Ending Comp. Time _____ the top of this page.

Employee's Signature _____ Date _____

Total Reg. Hours Weekly _____ I hereby approve this statement of total hours worked
 Total Reg. Hours Monthly _____ and the time indicated is correct.

Principal or Supervisor's Signature _____ Date _____