— TIME SHEET

PROVISO TOWNSHIP HIGH SCHOOL DIST. 209

COMPLETE THE BELOW FIELDS

TODAY'S DATE:

PLEASE ISSUE PAYMENT TO:

IN THE AMOUNT OF: _____ FLAT RATE **OR AT RATE OF:** _____ HOURLY RATE **CHECK OFF (1):** ☐ EAST ☐ WEST ☐ PMSA

PLEASE COMPLETE TIMESHEET BELOW. ATTACH ALL SUPPORTING DOCUMENTS.

DATE WORKED	TIME WORKED	TOTAL HOURS WORKED	DUTIES PERFORMED

TOAL HOURS:

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE

ADMINISTRATOR'S SIGNATURE

FOR OFFICE USE ONLY:

AMOUNT:

TOTAL HOURS:

PTHS DISTRICT 209 OFFICE OF BUSINESS ADMINSTRATION:
8601 Roosevelt Road, Forest Park, Illinois 60130

THANK YOU **FOR YOUR INFORMATION**

PTHS209.ORG