Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee #\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payroll Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Date** | **Time In** | **Time Out** | **LUNCH** | **Time In** | **Time Out** | **TOTAL** |
| --- | --- | --- | --- | --- | --- | --- |
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Weekly Hours\_\_\_\_\_\_\_\_\_\_\_

| **Date** | **Time In** | **Time Out** | **LUNCH** | **Time In** | **Time Out** | **TOTAL** |
| --- | --- | --- | --- | --- | --- | --- |
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Weekly Hours\_\_\_\_\_\_\_\_\_\_\_

Total Hours\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervising Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Principal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have missed a day for ANY reason, please write in the reason on your timesheet. DO NOT PUT 0 hours on your timesheet, UNLESS you are off without pay.

Jul 24-Aug 4 Oct 16-Oct 27 Jan 8-Jan 19 Apr 1-Apr 12

Aug 7-Aug 18 Oct 30- Nov 10 Jan 22-Feb 2 Apr 15-Apr 26

Aug 21-Sept 1 Nov 13-Nov 21\* Feb 5-Feb 16 May 29-May 10

Sept 4-Sept 15 Nov 27-Dec 8 Feb 19-Mar 1 May 13-May 24

Sept 18-Sept 29 Dec 11-Dec 22 Mar 4-Mar 15 May 27-June 7

Oct 2-Oct 13 Dec 25-Jan 5 Mar 18-Mar 29 2023-2024 School Year