



# Time Sheet

PLEASE CIRCLE ONE: S 8 6 4 Sub [ Employment Status ]

Please print clearly; blue or black ball point pen only; no liquid paper. Utilize the Notes to explain if you did not work your regularly scheduled hours. Example: staffing issues - parent meetings.

Employee Name: \_\_\_\_\_ Employee #: \_\_\_\_\_ Position: \_\_\_\_\_

Pay Period Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Work Location: \_\_\_\_\_

Date	In	Out	In	Out	Actual Time Worked	Over Time	Holiday Policy 391	Birthday Policy 391	Adm Leave	Personal Leave Policy 380	Bereave Leave or Jury Duty	Leave With out Pay	Notes:
Sunday						XX							
Monday						XX							
Tuesday						XX							
Wednesday						XX							
Thursday						XX							
Friday						XX							
Saturday						XX							
					<b>TOTAL</b>								
Sunday						XX							
Monday						XX							
Tuesday						XX							
Wednesday						XX							
Thursday						XX							
Friday						XX							
Saturday						XX							
					<b>TOTAL</b>								

Circle approved Program: Head Start CSBG CEAP DADS ETCOG Other \_\_\_\_\_

Attach if applicable: [ ] Approved OT Form [ ] Approved Time Off Form [ ] Allocation Form

**My signature below certifies that all hours worked have been approved by my Supervisor.**

Employee Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Revision Date 04/29/2007 Equal Opportunity Employer

Administrative Use Only

Hours Worked \_\_\_\_\_

OT Hours \_\_\_\_\_

Holiday \_\_\_\_\_ Hours# \_\_\_\_\_

Birthday \_\_\_\_\_ Hours# \_\_\_\_\_

Admin \_\_\_\_\_ Hours# \_\_\_\_\_

PL \_\_\_\_\_ Hours# \_\_\_\_\_