



# TIME SHEET

Employee # \_\_\_\_\_

Employee Name: \_\_\_\_\_

Location: \_\_\_\_\_

Type of work/job performed: \_\_\_\_\_

Date (s) worked  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hour (s) worked  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hourly Rate:** Total Hour(s) worked \_\_\_\_\_ @ Hourly Rate of Pay \$ \_\_\_\_\_ =\$ \_\_\_\_\_

Budget Code: \_\_\_\_\_

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Central Office Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_