



Employee Time Sheet

Name: _____

Building: _____

_____ Cafeteria	_____ Maintenance	_____ Other
_____ Classroom Aide	_____ Mechanic	_____ Tigers Kids Club
_____ Custodian	_____ Secretary	
_____ Library	_____ Transportation	

Two Week Time Period from _____ to _____

		MORNING		LUNCH		AFTERNOON		HOURS		
Date		In	Out	In	Out	In	Out	Reg.	Extra Hrs.	EX HRS. DESCRIPTION
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
	Saturday									
	Sunday									
TOTAL										

		MORNING		LUNCH		AFTERNOON		HOURS		
Date		In	Out	In	Out	In	Out	Reg.	Extra Hrs.	EX HRS. DESCRIPTION
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
	Saturday									
	Sunday									
TOTAL										

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

***All time sheets require a building principal signature