RE-1 VALLEY SCHOOL DISTRICT
TIME SHEET

LEAVE CODES			
AL	Annual Leave	F	Funeral Leave
H	Holiday	LWP	Leave Without Pay
SL	Sick Leave	PROF	Professional Leave
PL	Personal Leave		

NAME:_____EMPLOYEE #:_____

Pay period Start:_____

Pay period End:_____

Week Beginning/Ending	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Beginning:							
Ending:							
Beginning:							
Ending:							
Beginning:							
Ending:							
Beginning:							
Ending:							
Beginning:							
Ending:							

NOTE: **ALL** non-certified and hourly personnel **MUST** fill out and **SIGN** a time sheet for payroll records to be considered complete for payment.
(Form revised 9/20/06)

Signed: _____

Supervisor: _____