

**WOODVILLE INDEPENDENT SCHOOL DISTRICT  
NONEXEMPT WEEKLY TIME REPORT**

Name \_\_\_\_\_

Pay Period Beginning \_\_\_\_\_

Location / Campus \_\_\_\_\_

Pay Period Ending \_\_\_\_\_

For each week:

First Line: Enter dates for week ending and days of the week

Second Line: Report all hours worked, including overtime

Third Line: Report all leave hours using the absence codes at the bottom of the form

Week Ending	SUN	MON	TUE	WED	THU	FRI	SAT	Total
Enter Dates:								
Hours Worked								
Leave Hours								

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Hours Worked								
Leave Hours								

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Week Ending	SUN	MON	TUE	WED	THU	FRI	SAT	Total
Enter Dates:								
Hours Worked								
Leave Hours								

I certify this is an accurate record of the actual hours worked.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Absence Codes:** P - Personal Leave    S - Sick Leave    C - Comp Time    J - Jury Duty    H - Holiday    O - Other

**Return this form to the central business office by the 10th of the following month.**