

Watson Chapel Schools Time Sheet _____

Employee's printed name _____

Work month _____

Superintendent's directive to all employees working in non-teaching positions: Sign the bottom of this sheet. Write down the times and total hours you worked on each workday and write your initials. If you do not work on a regular workday, write the reason you didn't work in the "Time In" space—for example "sick," "jury duty", or "bereavement." Turn this sheet in to the central office by the first workday of the next month. Your initials and signature verify that the numbers are accurate. Falsifying a time sheet may result in disciplinary action. **Do not work more than 40 hours in a week.** You may not "give" the District extra hours during a work week unless you are a registered volunteer for the extra duty.

Day of Month	Time In (a.m./p.m.)	Time Out (a.m./p.m.)	Hours Worked	Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Total hours worked in this month				

Employee's Signature _____ Manager's Signature _____ Supervisor's Signature _____

(Office Use) Rate per hour _____ Earnings _____ Purpose _____