**Nacogdoches Independent School District**

**Paraprofessional Time Sheet - Special Education Office**

**The employee listed on the Time Record is required to keep an accurate record of his/her work for each day of the assigned work week on the spaces provided below. The employee is to work the regular assigned workday schedule unless instructed by his/her supervisor to work a different schedule. The employee must sign the Time Record indicating the record is accurate. THE TIME RECORD MUST BE FILLED OUT & SIGNED IN INK ONLY.**

**------------------------------------------ ------------- -------------------- --------------------------------**

**Employee Name ID# Campus Assignment**

**Work Schedule: am pm**

**1st Week Date: to / /20 TO / / 20**\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Lunch** |  |  | **Approved Time**  **Off** |  | **Total**  **Hours Worked** |  |  |
|  | **In** | **Out** | **In** | **Out** | **Out** | **In** |  |  |  |
| **Sunday**  **/** | **am**  **pm** | **am**  **pm** | **am**  **pm** | **am**  **pm** |  |  |  |  |  |
| **Monday**  **/** | **am**  **pm** | **am**  **pm** | **am**  **pm** | **am**  **pm** |  |  |  |  |  |
| **Tuesday**  **/** | **am**  **pm** | **am**  **pm** | **am**  **pm** | **am**  **pm** |  |  |  |  |  |
| **Wednesday**  **/** | **am**  **pm** | **am**  **pm** | **am**  **pm** | **am**  **pm** |  |  |  |  |  |
| **Thursday**  **/** | **am**  **pm** | **am**  **pm** | **am**  **pm** | **am**  **pm** |  |  |  | **Signature of Employee:** |  |
| **Friday**  **/** | **am**  **pm** | **am**  **pm** | **am**  **pm** | **am**  **pm** |  |  |  |  |  |
| **Saturday**  **/** | **am**  **pm** | **am**  **pm** | **am**  **pm** | **am**  **pm** |  |  |  | **Total Hours:** |  |

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**Supervisor Signature Date**