**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:** |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature Date**