**STAR CITY SCHOOL DISTRICT**

**2018-2019 Duty Timesheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME OF EMPLOYEE: |  | | EMPLOYEE ID NUMBER: | | |  |
|  | |  |  | |  | |
| WORK WEEK ENDING: |  | | DUTY LOCATION: |  | | |
|  | |  |  | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **AM DUTY** | | **PM DUTY** | | **TOTAL HOURS** |
| **START** | **END** | **START** | **END** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

Total Hours:

|  |  |
| --- | --- |
| Total Hours |  |
|  |  |
| (For Office Use Only) | |

|  |  |  |
| --- | --- | --- |
| SIGNATURE OF WORKER |  | |
|  | | |
|  |  | |
| SIGNATURE OF SUPERVISOR |  | |
|  |  | |
| DIRECTOR OF STUDENT SERVICES |  | |
|  | |  |