# Hancock Place School District

## Individual Time Sheet

Name _____         Date _____

Building _____         Program/Position _____

| Date | Time In / Time Out | | Hours | Plan Time | Description |
|------|------|------|------|------|------|
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|  | **TOTAL** |  |  |  |  |

**TOTAL HOURS** [        ]

Explain overtime:

Employee Signature _____         Date _____

* Each employee should record their actual starting and quitting time for each date.

* At the conclusion of each pay period, the employee should sign their name as verification of total hours worked and then give time sheet to the appropriate building administrator.

Supervisor's Signature _____         Date_____
(No pay checks will be issued until this time sheet has been submitted.)

*Revised 8/30/2017*