

## Adena Local Schools Time Sheet

Name \_\_\_\_\_

Date	Hours	Who you work for or what you did	AM-PM All Day

PER HOUR RATE \_\_\_\_\_ TOTAL HOURS \_\_\_\_\_

AMOUNT DUE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

Name \_\_\_\_\_

Date	Hours	Who you work for or what you did	AM-PM All Day

PER HOUR RATE \_\_\_\_\_ TOTAL HOURS \_\_\_\_\_

AMOUNT DUE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

This report is due to the Supervisor then Treasurer's office at the end of each cut off period.