INTERIM

TIMESHEET

MACON COUNTY BOARD OF EDUCATION

NAME_____

PAY PERIOD FROM_____/_____ THROUGH_____/_____/_____
MONTH DAY MONTH / DAY / YEAR

PAY PERIODS ARE THE 1ST THROUGH THE 15TH, AND THE 16TH TO THE LAST DAY OF THE MONTH PAYROLL. ALL INTERIMS MUST HAVE A CURRENT APPLICATION ON FILE, A BACKGROUND CHECK AND OSHA FOR THE SCHOOL YEAR.

DATE	SCHOOL	INTERIM FOR: NAME (REG. EMPLOYEE)	POSITION	TIME WORKED

TIMESHEETS ARE DUE IN THE CENTRAL OFFICE WITHIN 2 DAYS OF PAYROLL PERIOD ENDING DATE.

_____ _____/_____
INTERIM SIGNATURE APPROVED BY DATE