

**ELLIOTT COUNTY SCHOOLS TIMESHEET**

ELLIOTT COUNTY SCHOOLS TIMESHEET									
EMPLOYEE		MONTH ENDING							
<b>DATE:</b>									
	ON	OFF	ON	OFF	ON	OFF			Hrs.
MON									
TUES									
WED									
THURS									
FRI									
							<b>TOTAL HRS.* FOR WEEK:</b>		
<b>DATE:</b>									
	ON	OFF	ON	OFF	ON	OFF			Hrs.
MON									
TUES									
WED									
THURS									
FRI									
							<b>TOTAL HRS.* FOR WEEK:</b>		
<b>DATE:</b>									
	ON	OFF	ON	OFF	ON	OFF			Hrs.
MON									
TUES									
WED									
THURS									
FRI									
							<b>TOTAL HRS.* FOR WEEK:</b>		
<b>DATE:</b>									
	ON	OFF	ON	OFF	ON	OFF			Hrs.
MON									
TUES									
WED									
THURS									
FRI									
							<b>TOTAL HRS.* FOR WEEK:</b>		
<b>DATE:</b>									
	ON	OFF	ON	OFF	ON	OFF			Hrs.
MON									
TUES									
WED									
THURS									
FRI									
							<b>TOTAL HRS.* FOR WEEK:</b>		
<b>*THIS INCLUDES A 10 MINUTE BREAK PER EVERY 4 HOURS</b>							<b>TOTAL HRS. FOR MONTH:</b>		
<b>THIS IS TO CERTIFY TOTAL NUMBER OF HOURS WORKED DURING THIS PAY PERIOD.</b>									
<b>SIGNATURE (EMPLOYEE)</b>					<b>SIGNATURE (SUPERVISOR)</b>				