

FCHS DISTRICT #225 - Employee Time Sheet

Employee _____

Department _____

Month	Day	Time In	Lunch Out	Lunch In	Time Out	Regular Hours	Comp Hours	Overtime Hours	Purpose of Overtime
	16								
	17								
	18								
	19								
	20								
	21								
	22								
	23								
	24								
	25								
	26								
	27								
	28								
	29								
	30								
	31								
	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								
	11								
	12								
	13								
	14								
	15								
Totals									

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period:

- A - Absent
- B - Bereavement
- H - Holiday
- P - Personal
- S - Sick
- V - Vacation
- SD - Snow Day
- TI - Teachers Institute
- PT - Parent/Teacher Conference

Date

Employee Signature

Date

Supervisor's Approval

Date

Superintendent's Approval