

## **TIME SHEET**

\*\*Time sheets are due on the dates indicated on the calendar. If your time sheet is not turned in on this date you will not be paid until the following afterschool program pay period. Please total the number of hours worked and complete this form in black or blue ink only. Misrepresenting time on timesheets is grounds for dismissal.

NAME:\_\_\_\_\_CAMPUS:\_\_\_\_\_

DATE	TIME IN	TIME OUT	HOURS/ who subbed for	REASON FOR WORKING OVER ASSIGNED TIME
	TOTAL I	HOURS:		
EMPLOYEE SIGNATUR	RE	PROGRAM DIRECTOR'S SIGNATURE		
OFFICE USE ONLY:				
Total Hours:		K Hourly Wage	= \$	

