

UNIFIED SCHOOL DISTRICT OF DEPERE - HOURLY TIMESHEET

Employee Name (Please Print) _____

Pay Period 1/15
16/31

Employee Signature _____ Month _____ Year 20____

Please circle correct dates.

Date	Times Actually Worked*	# of hours	Job/Time Off Description**
1 or 16			
	Lunch:		
2 or 17			
	Lunch:		
3 or 18			
	Lunch:		
4 or 19			
	Lunch:		
5 or 20			
	Lunch:		
6 or 21			
	Lunch:		
7 or 22			
	Lunch:		
8 or 23			
	Lunch:		
9 or 24			
	Lunch:		
10 or 25			
	Lunch:		
11 or 26			
	Lunch:		
12 or 27			
	Lunch:		
13 or 28			
	Lunch:		
14 or 29			
	Lunch:		
15 or 30			
	Lunch:		
31			
	Lunch:		
Total Hours Paid			

Supervisor Signature _____

* If you work more than 6 hours per day, indicate lunch time.

** Brief description of work done ..Aide, Supervision..Crossing Guard, Playground Supervisor, or Sub for _____

IF TAKING PAID LEAVE, WRITE TYPE OF LEAVE BEING TAKEN UNDER DESCRIPTION COLUMN ON THE SAME LINE AS THE PAID LEAVE HOURS. WRITE TIMES WORKED ONLY IF YOU "WORKED".