

GREEN HILLS HEAD START EMPLOYEE PAYROLL TIME SHEET



Employee Name: _____ ID#: _____

Position: Student Teacher Aide Date: from _____ to _____, 20____

Activities included: assisted teacher with activity planning and execution of developmental experiences in classroom, lunchroom, playground and on field trips; assisted teacher in planning/providing developmentally appropriate literacy activities; assisted with child supervision; reinforced positive behavior; performed various duties related to child development as directed by teacher; assisted with record maintenance.

Date	In	Out	Hours	Date	In	Out	Hours
16	_____	_____	_____	1	_____	_____	_____
17	_____	_____	_____	2	_____	_____	_____
18	_____	_____	_____	3	_____	_____	_____
19	_____	_____	_____	4	_____	_____	_____
20	_____	_____	_____	5	_____	_____	_____
21	_____	_____	_____	6	_____	_____	_____
22	_____	_____	_____	7	_____	_____	_____
23	_____	_____	_____	8	_____	_____	_____
24	_____	_____	_____	9	_____	_____	_____
25	_____	_____	_____	10	_____	_____	_____
26	_____	_____	_____	11	_____	_____	_____
27	_____	_____	_____	12	_____	_____	_____
28	_____	_____	_____	13	_____	_____	_____
29	_____	_____	_____	14	_____	_____	_____
30	_____	_____	_____	15	_____	_____	_____
31	_____	_____	_____				

Regular Hours: _____

Sick Hours: _____

Holiday Hours: _____

Total Hours: _____

Signature: _____

Supervisor
Signature: _____

Date: _____

All time sheets must be turned in to the Business Office two weeks prior to payday. End of the month paychecks will be released on the last working day of the month.