

## Employee's Miscellaneous Time Sheet

EMPLOYEE'S NAME: \_\_\_\_\_

**IN ORDER TO BE ACCEPTED, MUST HAVE EXACT TIMES AND ALL SIGNATURES**

| Day of Week                          | DATE     | Actual Hours Worked | Total Hours | REASON AND BUILDING |
|--------------------------------------|----------|---------------------|-------------|---------------------|
| Ex: Sunday                           | 9/1/2010 | 7AM - 3PM           |             | High School Aide    |
| Sunday                               |          |                     |             |                     |
| Monday                               |          |                     |             |                     |
| Tuesday                              |          |                     |             |                     |
| Wednesday                            |          |                     |             |                     |
| Thursday                             |          |                     |             |                     |
| Friday                               |          |                     |             |                     |
| Saturday                             |          |                     |             |                     |
| <b>Total for Week</b>                |          |                     |             |                     |
| Sunday                               |          |                     |             |                     |
| Monday                               |          |                     |             |                     |
| Tuesday                              |          |                     |             |                     |
| Wednesday                            |          |                     |             |                     |
| Thursday                             |          |                     |             |                     |
| Friday                               |          |                     |             |                     |
| Saturday                             |          |                     |             |                     |
| <b>Total for Week</b>                |          |                     |             |                     |
| <b>TOTAL HOURS</b>                   |          |                     |             |                     |
| Employee's Signature _____           |          |                     |             |                     |
| Principal/Supervisor Signature _____ |          |                     |             |                     |