

TIME SHEET

Name: _____

Pay Period: _____

Week 1 - Reference: _____ Tutor, Homework Club, etc.

Date	Time-In	Time-Out	Hours	Signature

Week 2 - Reference: _____

Date	Time-In	Time-Out	Hours	Signature

THIS FORM MUST BE SUBMITTED TO THE BUSINESS OFFICE
BI-WEEKLY, ON FRIDAY, PER THE HOURLY PAYROLL SCHEDULE.

Approval Signature

Date