



**TIME SHEET**  
**Marlborough Public**  
**Schools 25 Union Street**  
**Marlborough, MA 01752**

Name: \_\_\_\_\_

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

DAY	DATE	TIME-IN	TIME-OUT	HOURS WORKED
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				

**\*Employees – this is for work done over and above your regular day\***

**Extended Day / Extended Year Programs (Appointed Positions)**

DESE Certified Teacher \_\_\_\_\_ Hrs @ \$35.00 / hour = \$ \_\_\_\_\_

Other Non Certified Staff \_\_\_\_\_ Hrs @ \_\_\_\_\_  
*With a cap of \$25 per hour*

Training \_\_\_\_\_ Hrs @ \_\_\_\_\_ hourly rate = \$ \_\_\_\_\_

Translation \_\_\_\_\_ Hrs @ \$25.00 / hour = \$ \_\_\_\_\_

Tutor: Degree (Bachelors minimum) \_\_\_\_\_ Hrs @ \$25.00 / hour = \$ \_\_\_\_\_

Tutor: Non Degree \_\_\_\_\_ Hrs @ \$15.00 / hour = \$ \_\_\_\_\_

**\*\*PROGRAM AND PROGRAM POSITION FOR HOURS LISTED ABOVE MUST BE FILLED OUT\*\***

Program \_\_\_\_\_ Program Position \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Org – Object Code** \_\_\_\_\_

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 PRINCIPAL/DIRECTOR APPROVAL

Signature \_\_\_\_\_

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