

# Time Sheet

- Exempt-Teachers and Professionals
- Non-Exempt-Hourly, Paraprofessionals, and Auxiliary

Employee ID \_\_\_\_\_

Campus/Department \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Pay period (mm/dd/yy to mm/dd/yy) \_\_\_\_\_ to \_\_\_\_\_

Date (mm/dd/yy)		In	Out	In	Out	In	Out	Regular Hours	Extra/OT hours	Job Performed
	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
	Saturday									
<b>Week's total hours:</b>										
	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
	Saturday									
<b>Week's total hours:</b>										
	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
	Saturday									
<b>Week's total hours:</b>										
<b>Pay Period's total hours:</b>										

I certify that this is an accurate record of the actual hours worked.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Principal's/Director's signature

\_\_\_\_\_  
Title