



# HOURLY EMPLOYEES TIME SHEET

TUNKHANNOCK AREA SCHOOL DISTRICT

FULL NAME:

\_\_\_\_\_  
(PLEASE PRINT CLEARLY)

MONTH:

\_\_\_\_\_

BUILDING:

\_\_\_\_\_

SUB FOR:

\_\_\_\_\_

POSITION:

\_\_\_\_\_

	DATE	TIME IN	LUNCH	TIME OUT	HOURS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

	DATE	TIME IN	LUNCH	TIME OUT	HOURS
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
TOTAL HOURS					

NOTE: 1/2 HOUR UNPAID LUNCH MUST BE TAKEN UNLESS NOTED OTHERWISE. ALL INFORMATION ON THIS TIMESHEET MUST BE FILLED OUT OR IT WILL BE RETURNED TO YOU, WHICH COULD RESULT IN MISSING A PAY PERIOD.

ACCOUNT \_\_\_\_\_

ACCOUNT \_\_\_\_\_

PAY RATE \_\_\_\_\_

PAY RATE \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
SUPERVISOR SIGNATURE