

HARRISON HILLS CITY SCHOOL DISTRICT 21st CENTURY TIMESHEET

NAME: _____ **BUILDING:** _____

PAY PERIOD ENDING: _____

DAY	DATE	PREP TIME IN	PREP TIME OUT	INSTRUCT TIME		INITIAL
				IN	OUT	
MON						
TUES						
WEDS						
THURS						
FRI						
MON						
TUES						
WEDS						
THURS						
FRI						

I hereby certify that this report is a true and accurate statement of the actual hours worked by me on each of the above listed dates.

EMPLOYEE SIGNATURE: _____

I hereby certify that this report is a true and accurate statement of the actual hours worked by the employee to the best of my knowledge and belief.

PRINCIPAL/SUPERVISOR'S SIGNATURE: _____

		TREASURER'S OFFICE	
HOURS	RATE	TOTAL	ACCOUNT CODE