

PERRY-HOCKING EDUCATIONAL SERVICE CENTER
EMPLOYEE TIME SHEET

Name _____

Assignment _____ Location _____

Month _____ Year _____

	Time In	Time Out	Total Hours	Type of Leave		Time In	Time Out	Total Hours	Type of Leave
Date 1					Date 16				
2					17				
3					18				
4					19				
5					20				
6					21				
7					22				
8					23				
9					24				
10					25				
11					26				
12					27				
13					28				
14					29				
15					30				
					31				

Total hours for pay period _____

X	_____	=	_____
----------	-------	---	-------

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

Note: If total hours are less than normal, there must be a type of leave entered.

Time sheets are due on the 15th and last day of each month.

Types of leave: SL-Sick Leave; PL-Personal; PR- Professional; CL- School Calamity

DOCK-Unpaid Leave (example- child not at school, didn't work waiver day, early out or late start)