

Employee Name & ID # _____ Month & Year: _____ Job Title & School: _____

Instructions for Employee: 1) enter actual time in, lunch out, lunch in, and time out 2) add up hours worked for each day 3) enter total hours worked by day 4) sign time sheet

Instructions for Supervisor/Principal: 1) add up and enter total hours worked for the week 2) add up total hours for month 3) enter total hours in bottom right corner 4) sign time sheet

Weekday	Date	Time In	Lunch Out	Lunch In	Time Out	Hours Worked	Minutes Worked
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Total Hours & Minutes For Work Week							

Weekday	Date	Time In	Lunch Out	Lunch In	Time Out	Hours Worked	Minutes Worked
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Total Hours & Minutes For Work Week							

Weekday	Date	Time In	Lunch Out	Lunch In	Time Out	Hours Worked	Minutes Worked
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Total Hours & Minutes For Work Week							

Weekday	Date	Time In	Lunch Out	Lunch In	Time Out	Hours Worked	Minutes Worked
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Total Hours & Minutes For Work Week							

I hereby certify under penalty of perjury that I have worked all the hours and minutes on this time sheet as authorized by my supervisor. I further understand an incomplete or inaccurate time sheet may result in a delayed paycheck.

I hereby certify that the above work hours and minutes are true and correct to the best of my knowledge and were authorized in accordance with HCSD policies and procedures. I further understand inaccurate timesheets will be returned for correction and may delay processing.

Total Time _____

Hourly Rate _____

Total Pay _____

Employee Signature

Date

Administrator Signature

Date

Important: Use additional timesheet for five week month. Completed time sheets must be submitted to the appropriate department on or before the published payroll cutoff date. Late time sheets, missing or incorrect information may delay paycheck an entire month. **Note:** This original timesheet will be retained for audit purposes by the applicable school, the official 'office of record', for such length of time as required by the Local Government Retention Schedule.