

# Penridge School District Timesheet

From : \_\_\_\_\_ To: \_\_\_\_\_  
M/D/Y M/D/Y

Empl. # \_\_\_\_\_ Name \_\_\_\_\_

Building \_\_\_\_\_

Check Type of Work:

- |                  |                          |                         |                  |
|------------------|--------------------------|-------------------------|------------------|
| Cafeteria _____  | Guidance _____           | Nurse _____             | Secretary _____  |
| Clerical _____   | Instructional Aide _____ | Nursing Assistant _____ | Substitute _____ |
| Custodian _____  | Librarian _____          | Playground Aide _____   | Teacher _____    |
| Curriculum _____ | Maintenance _____        | Psychologist _____      | Other _____      |

Date	Day	In time	Out time	Break*	In time	Out time	Total Hrs Worked	Work Done ----- If Sub - for Whom
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							

Total Hours

\_\_\_\_\_  
Employee Signature

Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 Hours/Days Rate  
 \_\_\_\_\_  
 Account Charged

\* 30 minutes lunch breaks are unpaid. Please omit lunch breaks from the total hours worked column.