

CLINTON MASSIE LOCAL SCHOOLS

TIMESHEET

NAME: _____

POSITION: _____ BUILDING: _____

In order to be paid, time in and time out MUST be included on timesheet.

DATE	HOURS WORKED	TIME IN	TIME OUT	DESCRIPTION OF WORK	RATE OF PAY

TO BE COMPLETED BY PAYROLL DEPARTMENT

_____ hours x _____ rate = _____

_____ hours x _____ rate = _____

_____ hours x _____ rate = _____

_____ hours x _____ rate = _____

_____ hours x _____ rate = _____

Total Due = _____

EMPLOYEE SIGNATURE _____ APPROVED _____

Principal / Supervisor