BELMONT-HARRISON VOCATIONAL SCHOOL DISTRICT
TIME SHEET

NAME _____

* WORK CODES: EXTRA HRS = EXTRA HOURS WORKED
SUB = SUBSTITUTING FOR A REGULAR EMPLOYEE
(NAME OF EMPLOYEE YOU ARE SUBSTITUTING FOR)
_____

DATE	START TIME	END TIME	LUNCH TIME	*WORK CODE (SEE ABOVE)	TOTAL HOURS MINUS LUNCH BREAK
MONDAY _____ DATE					
TUESDAY _____ DATE					
WEDNESDAY _____ DATE					
THURSDAY _____ DATE					
FRIDAY _____ DATE					

DATE	START TIME	END TIME	LUNCH TIME	*WORK CODE (SEE ABOVE)	TOTAL HOURS MINUS LUNCH BREAK
MONDAY _____ DATE					
TUESDAY _____ DATE					
WEDNESDAY _____ DATE					
THURSDAY _____ DATE					
FRIDAY _____ DATE					

EMPLOYEE SIGNATURE _____

SUPERVISOR SIGNATURE _____

TOTAL HOURS THIS PAY _____

HOURLY RATE X $_____

TOTAL PAY AMOUNT $_____

******TO BE SIGNED AND FORWARDED TO THE TREASURER'S OFFICE !!!!!!!!!!!!!!!!!!!!!!

OFFICE USE ONLY:	CALENDAR