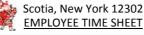
## SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT



Type of Work\*:

Building: \_\_\_\_\_

Date

If Employee worked in different position then stated above, please specify and use a separate time sheet.

Date	If you are a sub, enter the name of the person you are subbing for	Hours Worked: Enter your start time and your end time here	Sick time used	Personal time used	Total Hours	Business Office Use ONLY
Total Hours =						

**Employee Print Name** 

Employee Signature

Approval of Supervisor Date All hourly employees shall be paid on a prior payroll period basis. Employee's time sheet should include all hours worked in a pay period. This report should be submitted to the supervisor on the Friday that is a pay date. Upon the supervisor's approval, the time sheet shall be submitted to the Business Office by Monday following each pay date. BUSINESS OFFICE USE ONLY \_\_\_\_ = \_\_\_\_ Account Code \_\_\_\_ @\_\_ TOTAL \_\_\_\_ @\_\_\_ OT/R Hours