SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT

Scotia, New York 12302
__EMPLOYEE TIME SHEET__

Type of Work*: _____   Building: _____

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   Date

_____
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 _____
Hours   OT/R