

AFTER SCHOOL LICENSED TUTORING

BIWEEKLY TIME SHEET

EMPLOYEE _____ EMPLOYEE # _____

LOCATION _____ PAY PERIOD ENDING DATE _____

WEEK 1	DATE	IN	OUT	TOTAL HRS	STUDENT/GROUP TUTORED
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

TOTALS

WEEK 2	DATE	IN	OUT	TOTAL HRS	STUDENT/GROUP TUTORED
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

TOTALS

EMPLOYEE SIGNATURE _____ DATE _____ SUPERVISOR SIGNATURE _____ DATE _____

It is important for employees to keep an accurate record of the time they worked. Providing false or misleading information on a timesheet is strictly prohibited. This includes, but is not limited to, claiming more hours than worked, logging vacation or sick time not allowed, the completion of time sheets for another employee. Falsification of a timesheet is a violation of state and federal law and may be grounds for dismissal. It is the responsibility of the employee to keep an accurate recording of all time worked and submit it to the time keeper as required. Should an employee make an error on their time sheet, please notify your supervisor and ADE immediately.

PAYROLL USE:
PAYROLL CODING: 1281 1511 007 006 00 61310
TOTAL HOURS