

# EARLE SCHOOL DISTRICT WEEKLY TIME SHEET

EMPLOYEE \_\_\_\_\_

EMPLOYEE# \_\_\_\_\_

LOCATION \_\_\_\_\_

PAY PERIOD ENDING DATE \_\_\_\_\_

	DATE	AM IN	AM OUT	PM IN	PM OUT	TOTAL HRS WORKED	WHAT WORK DID YOU PERFORM?
			LUNCH	BREAK			EXAMPLE: LAWN WORK, SUB, CROSSING GUARD, PRE-K AIDE, ATHLETIC WORKER, HUGHES ROUTE, ACTIVITY BUS DRIVER, SATURDAY/AFTER SCHOOL
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
<b>TOTAL</b>							

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.**