

# ELMWOOD LOCAL SCHOOLS EMPLOYEE TIME SHEET

Employee Name: \_\_\_\_\_ Pay Period Ending: \_\_\_\_\_, 20\_\_\_\_

DATE	SERVICES/WORK PERFORMED	BUILDING/ DEPT.	START TIME	END TIME	TOTAL HOURS
Mon. / /					
Tues. / /					
Wed. / /					
Thurs. / /					
Fri. / /					
Sat. / /					
Sun. / /					
Mon. / /					
Tues. / /					
Wed. / /					
Thurs. / /					
Fri. / /					
Sat. / /					
Sun. / /					

TOTAL HOURS WORKED \_\_\_\_\_

Rate of Pay \$ \_\_\_\_\_ Per Hour x \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Budget Account Number