

## ELMWOOD LOCAL SCHOOLS EMPLOYEE TIME SHEET

For Pay Period Ending: \_\_\_\_\_, 20\_\_\_\_\_

DATE	SERVICES OR WORK PERFORMED EACH DAY	BUILDING	START	END	TOTAL HOURS

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

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

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

\_\_\_\_\_  
Employee ID Number

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

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