

BELLE PLAINE COMMUNITY SCHOOL DISTRICT's TIME SHEET

NORMAL DAILY ASSIGNED WORK HOURS

ARRIVE _____ **GO TO LUNCH** _____ **RETURN FROM LUNCH** _____ **LEAVE** _____ = **TOTAL** _____
 NAME _____
 (signature)

Pay Period: From _____ To _____ Work Station: _____

PLEASE NOTE: No paycheck can be issued unless appropriate dates, time and signature are included.

DATE	DAY	IN	OUT	IN	OUT	TOTAL	DATE	DAY	IN	OUT	IN	OUT	TOTAL
	SUN							SUN					
	MON							MON					
	TUE							TUE					
	WED							WED					
	THUR							THUR					
	FRI							FRI					
	SAT							SAT					
TOTAL FOR WEEK							TOTAL FOR WEEK						

DATE	DAY	IN	OUT	IN	OUT	TOTAL	DATE	DAY	IN	OUT	IN	OUT	TOTAL
	SUN							SUN					
	MON							MON					
	TUE							TUE					
	WED							WED					
	THUR							THUR					
	FRI							FRI					
	SAT							SAT					
TOTAL FOR WEEK							TOTAL FOR WEEK						

DATE	DAY	IN	OUT	IN	OUT	TOTAL	DATE	DAY	IN	OUT	IN	OUT	TOTAL
	SUN							SUN					
	MON							MON					
	TUE							TUE					
	WED							WED					
	THUR							THUR					
	FRI							FRI					
	SAT							SAT					
TOTAL FOR WEEK							TOTAL FOR WEEK						

Remarks: _____

SUPERVISOR'S SIGNATURE _____

TOTAL HOURS WORKED _____