



Employee _____
(Please Print)

Building _____

Type of Work: (Check One)

- Bridge Assignment
- Co-op
- Homebound*
- Summer School

- Teacher-Initiated In-Service^
- Teacher Staff Development^
- Teacher Curriculum Work^
- ^Activity Done _____

*Homebound Student and building

First Week

	Date Mo/Day/Yr.	Regular Hours
Saturday		
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Totals		

Second Week

	Date Mo/Day/Yr.	Regular Hours
Saturday		
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Totals		

Signed _____
(Employee)

Approved _____
(Supervisor)

Sheet must be turned in by 10:00 am on the last Friday of the pay period. Include all Friday time regularly scheduled on the pay sheet. Any adjustments must be reported to Payroll by 10:00 am of the following Monday by the Supervisor.

For Payroll Use Only

ASN No. _____

Paid _____