

## WEEKLY TIME SHEET

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE NUMBER \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

FOR WEEK ENDING \_\_\_\_\_

DAY OF WEEK	MORNING		MID-DAY		AFTERNOON		REGULAR HOURS		ADDITIONAL		SICK TIME		PERSONAL PAID LEAVE		ANNUAL HOURS		HOLIDAY HOURS	
	IN	OUT	IN	OUT	IN	OUT			HOURS	INIT.								
MONDAY																		
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
<b>TOTALS</b>																		

<b>PAYROLL USE</b>					
--------------------	--	--	--	--	--

## WEEKLY TIME SHEET

DEPARTMENT \_\_\_\_\_

FOR WEEK ENDING \_\_\_\_\_

DAY OF WEEK	MORNING		MID-DAY		AFTERNOON		REGULAR HOURS		ADDITIONAL		SICK TIME		PERSONAL PAID LEAVE		ANNUAL HOURS		HOLIDAY HOURS	
	IN	OUT	IN	OUT	IN	OUT			HOURS	INIT.								
MONDAY																		
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
<b>TOTALS</b>																		

<b>PAYROLL USE</b>					
--------------------	--	--	--	--	--

THIS TIME SHEET MUST BE PERSONALLY FILLED OUT AND SIGNED BY EMPLOYEE

NO PERSON PERMITTED TO WORK ADDITIONAL OR FLEX TIME TIME  
WITHOUT SPECIAL AUTHORIZATION

_____ EMPLOYEE SIGNATURE	_____ VERIFICATION OF ADDITIONAL TIME
-----------------------------	--

I CERTIFY THAT THE ABOVE TIME SHEET REFLECTS ALL HOURS WORKED FOR THE  
CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM

VERIFICATION TO BE DONE BY LEAD DRIVER

NOTE: IF COMBINATION OF REGULAR HOURS, ADDITIONAL HOUR, AND TRIPS IS GREATER THAN FORTY (40), PAYROLL OFFICE WILL ADJUST RATE ACCCORDINGLY

# EXTRA RUN TIME SHEET

REPORT ALL EXTRA RUN HOURS BELOW. DO NOT REPORT MORE THAN ONE TYPE OF RUN ON A LINE. IN THE COLUMN HEADED "TYPE OF RUN", INDICATE EITHER SUBSTITUTE RUN, SPECIAL EDUCATION, ESOL, IN-SERVICE, KINDERGARTEN, OR VOCATIONAL EDUCATION. DO NOT REPORT ANY "SPECIAL TRIP" RUNS ON THIS SHEET.

DATE	IN	OUT	IN	OUT	TOTAL HOURS	TYPE OF RUN

FOR ADDITIONAL SPACE ATTACH  
ANOTHER SHEET

I CERTIFY THAT THE ABOVE TIME SHEET  
REFLECTS ALL HOURS WORKED FOR THE  
CLARKSVILLE-MONTGOMERY COUNTY  
SCHOOL SYSTEM

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
SUPERVISOR SIGNATURE