

South Hadley Public Schools

Timesheet

Name _____ School _____ Week ending _____

Position _____

Timesheets should be submitted only for work beyond base hours and assigned duty times, per annual assignment letter.

	Date	Time In	Time Out	Total Hrs Worked	Reason
Mon	_____	_____	_____	_____	_____
Tues	_____	_____	_____	_____	_____
Wed	_____	_____	_____	_____	_____
Thurs	_____	_____	_____	_____	_____
Fri	_____	_____	_____	_____	_____

TOTAL ADDITIONAL HOURS WORKED: _____ X _____ / hour = _____ TOTAL DUE

Account # to be charged (must be completed): _____

Submitted by _____ (Employee Signature) Approved by Principal _____ Date _____

Notes:

1. Each employee must sign their own timesheet, and in doing so certifies it as true and accurate.