

**SHARPSVILLE AREA SCHOOL DISTRICT  
TIME SHEET**

Month of \_\_\_\_\_  
 Type of Work \_\_\_\_\_  
 Hourly Rate of Pay \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

DATE	DAY	TIME IN	TIME OUT	HOURS WORKED
_____	Mon.	_____	_____	_____
_____	Tues.	_____	_____	_____
_____	Wed.	_____	_____	_____
_____	Thurs.	_____	_____	_____
_____	Fri.	_____	_____	_____
_____	Sat.	_____	_____	_____
_____	Sun.	_____	_____	_____
Total Hours for Week				_____
Total Hours Overtime				_____

DATE	DAY	TIME IN	TIME OUT	HOURS WORKED
_____	Mon.	_____	_____	_____
_____	Tues.	_____	_____	_____
_____	Wed.	_____	_____	_____
_____	Thurs.	_____	_____	_____
_____	Fri.	_____	_____	_____
_____	Sat.	_____	_____	_____
_____	Sun.	_____	_____	_____
Total Hours for Week				_____
Total Hours Overtime				_____

DATE	DAY	TIME IN	TIME OUT	HOURS WORKED
_____	Mon.	_____	_____	_____
_____	Tues.	_____	_____	_____
_____	Wed.	_____	_____	_____
_____	Thurs.	_____	_____	_____
_____	Fri.	_____	_____	_____
_____	Sat.	_____	_____	_____
_____	Sun.	_____	_____	_____
Total Hours for Week				_____
Total Hours Overtime				_____

DATE	DAY	TIME IN	TIME OUT	HOURS WORKED
_____	Mon.	_____	_____	_____
_____	Tues.	_____	_____	_____
_____	Wed.	_____	_____	_____
_____	Thurs.	_____	_____	_____
_____	Fri.	_____	_____	_____
_____	Sat.	_____	_____	_____
_____	Sun.	_____	_____	_____
Total Hours for Week				_____
Total Hours Overtime				_____

DATE	DAY	TIME IN	TIME OUT	HOURS WORKED
_____	Mon.	_____	_____	_____
_____	Tues.	_____	_____	_____
_____	Wed.	_____	_____	_____
_____	Thurs.	_____	_____	_____
_____	Fri.	_____	_____	_____
_____	Sat.	_____	_____	_____
_____	Sun.	_____	_____	_____
Total Hours for Week				_____
Total Hours Overtime				_____

**MONTHLY TOTALS:**

Regular Hours \_\_\_\_\_  
 Overtime Hours \_\_\_\_\_

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Supervisor's Signature

Describe additional time and/or overtime on back.