

# MONTHLY TIME SHEET

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

DEPARTMENT: \_\_\_\_\_

	DATE	HOURS	DATE	HOURS	DATE	HOURS
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
TOTAL HOURS WORKED						

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

DATE \_\_\_\_\_

SUPERVISOR APPROVAL \_\_\_\_\_

Each pay period begins the 11th of the month and ends the 10th of the next month. Payday is the 20th of each month.

Time Sheets must be turned into the District Office no later than the 10th of the month.