

Name: _____

District & Bldg: _____

MONTH _____

In order that we may comply with the wage-hour law each employee is required to fill in the time worked each day and turn in this form, signed at the end of the month. If called away during working hours, notation of this time should be made on the back of this card.

EK 1	Date	In /Out	In /Out	In /Out	Reg.Hours	Trans.	IDH	Weekly Total
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Column Totals								

WEEK 2	Date	In /Out	In /Out	In /Out	Reg.Hours	Trans.	IDH	Weekly Total
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Column Totals								

WEEK 3	Date	In /Out	In /Out	In /Out	Reg.Hours	Trans.	IDH	Weekly Total
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Column Totals								

WEEK 4	Date	In /Out	In /Out	In /Out	Reg.Hours	Trans.	IDH	Weekly Total
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Column Totals								

WEEK 5	Date	In /Out	In /Out	In /Out	Reg.Hours	Trans.	IDH	Weekly Total
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Column Totals								

Employee Signature

Supervisor Signature

Grand Total Each Column			

Completed time sheets are due in the **first (1ST)** media mail run after the last day of the month, no later than the 5th. They must be completely added and signed by the employee and their supervisor. Hours may not exceed weekly contract hours.

Signatures indicate that this time sheet is an accurate accounting of time worked.