

Employee Time Sheet									
	Full Name		Building		Job Performed				Month
If subbing, please note who you are subbing for.									
		Mon.	Tues	Wed	Thur	Fri	Sat	Sun	Total Wkly Hours
	DATE								
1st job	Regular Hours								
2nd job	Regular Hours								
	Extra Hours								
	DATE								
1st job	Regular Hours								
2nd job	Regular Hours								
	Extra Hours								
	DATE								
1st job	Regular Hours								
2nd job	Regular Hours								
	Extra Hours								
	DATE								
1st job	Regular Hours								
2nd job	Regular Hours								
	Extra Hours								
	DATE								
1st job	Regular Hours								
2nd job	Regular Hours								
	Extra Hours								
	DATE								
1st job	Regular Hours								
2nd job	Regular Hours								
	Extra Hours								
1st job	Total Regular Hours					Total Sick Days			
2nd job	Total Regular Hours					Total Personal Days			
	Total Extra Hours					Total Vacation Days			
Ex: 8h 6 to 2:30		1/2 hr lunch							
Ex: 9h 6 to 3:30		Ex: 3h 7 to 8:30 2:30 to 4:00		Employee's Signature					