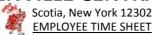
SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT



Type of Wo	ype of Work*:			Building:				
If Employee v	vorked in different position then	stated above, please specify and use a separate	time sheet.					
Date	If you are a sub, enter the name of the person you are subbing for	Hours Worked: Enter your start and end time here.	Sick time used	Personal time used	Actual Hours Worked	Total Hours	Business Office Use ONLY	
	<u> </u>		Total Hours =					
Employee Prir	nt Name							
Employee Sigr	nature		Date					
Approval of Su	upopulsor		Doto					
All hourly empl Employee's time This report shou	oyees shall be paid on a prior payroll e sheet should include all hours worke uld be submitted to the supervisor on	d in a pay period. the Friday that is a pay date.	Date	data				
BUSINESS OF	FICE USE ONLY	Ill be submitted to the Business Office by Monday follo	wing each pay	uate.	·			
	@			unt Code				
Hours	@ OT/R	=	TOT	ΓAL				