

**TIME SHEET**

**Employee:** \_\_\_\_\_ **Location:** \_\_\_\_\_

*Must be submitted at the end of the day on the 15th to your supervisor. Supervisors must submit to District Office no later than the 17th. Late time sheets will be paid the following month. No payroll advances will be given due to late submissions.*

Month:	Time In	Meal Break	Time Out	Total Hours	Rate of Pay	Type of Work and Fund
16th						
17th						
18th						
19th						
20th						
21st						
22nd						
23rd						
24th						
25th						
26th						
27th						
28th						
29th						
30th						
31st						
1st						
2nd						
3rd						
4th						
5th						
6th						
7th						
8th						
9th						
10th						
11th						
12th						
13th						
14th						
15th						
<b>Totals</b>	Hrs.			Hrs.		
<i>Employee's Signature</i>			<i>Date</i>	<i>Supervisor's Signature</i>		<i>Date</i>