

Henderson County Schools : Employee Time Sheet - TRANSPORTATION

Employee Name:										Employee Number:			
School / Location:				Transportation - Bus Garage						Position:			
Day of Week	Date	Morning		Other		Afternoon		HOURS WORKED		Absence Code	Description / Reason		
		Start	Stop	Start	Stop	Start	Stop	Regular	Overtime				
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Weekly Totals:													

Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Weekly Totals:											

Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Weekly Totals:											

Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Weekly Totals:											

Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Weekly Totals:											

Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Weekly Totals:											

Absence Codes: S = Sick V = Vacation P = Personal PD = Professional J = Jury Duty U = Unpaid

Signatures and Verifications of Hours Worked	
<i>Employee's Signature</i>	<i>Date</i>
<i>Supervisor Approval</i>	<i>Date</i>

Payroll Use Only			
Description	Hours	Hourly Rate	Amount
Recurring Pay			
Overtime Pay			
Total Pay			

Note: Unpaid Personal must have approval in writing from the superintendent and supervisor
Per Board Policy 03.221 overtime must be approved in advance.

Revised 12/2016