

CHENEY SCHOOL DISTRICT #360
Employee Time Sheet (For hourly rate, daily rate employees and subs)

Name: _____

Month: _____ Year: _____

Position: _____

Location: _____

Hourly Rate: _____

| Month/ Day/Yr | # of Hrs | Description/Explanation/Code | | Month/ Day/Yr | # of Hrs | Description/Explanation/Code |
|------------------|----------|------------------------------|--|--------------------|----------|------------------------------|
| | | | | | | |
| 1 | | | | 17 | | |
| 2 | | | | 18 | | |
| 3 | | | | 19 | | |
| 4 | | | | 20 | | |
| 5 | | | | 21 | | |
| 6 | | | | 22 | | |
| 7 | | | | 23 | | |
| 8 | | | | 24 | | |
| 9 | | | | 25 | | |
| 10 | | | | 26 | | |
| 11 | | | | 27 | | |
| 12 | | | | 28 | | |
| 13 | | | | 29 | | |
| 14 | | | | 30 | | |
| 15 | | | | 31 | | |
| 16 | | | | TOTAL HOURS | | |

I certify that the above is an accurate record of the time worked during the period indicated.

Employee's Signature

Supervisor's Signature

| For Official Use Only | | |
|-----------------------|-------------|--------------|
| CODE | _____ | |
| | _____ | |
| | _____ | |
| X | _____ | + |
| X | _____ | + |
| X | _____ | = |
| Hours | Hourly Rate | Gross Salary |