

WISCONSIN HEIGHTS SCHOOL DISTRICT

TIME SHEET

Employee Name: _____

Building: (circle one) BE MZ MS HS Month/year: _____

EMPLOYEE TYPE (must check one)

- Secretary
- Administrative Assistant
- Lunch Service Worker
- Educational Assistant
- Summer School
- Substitutes
- Other: _____

.25 = 15 minutes .50 = 1/2 hour .75 = 3/4 hour 1.00 = 1 hour

Day of the Month	In Time	Out Time	In Time	Out Time	Regular Hours	Comments	Extra Duty In Time	Extra Duty Out Time	Comments	Total Daily Hours
16										-
17										-
18										-
19										-
20										-
21										-
22										-
23										-
24										-
25										-
26										-
27										-
28										-
29										-
30										-
31										-
					-	16-31 Total				-

*If you were absent from your building during your normal work day for any reason, you must complete a time off request for the actual time missed.
 By signing this timesheet, I attest that these are the actual hours worked and all additional hours have been pre-approved by my immediate supervisor.
 I acknowledge that any falsification may lead to progressive discipline action.*

Employee Signature Date

Supervisor Signature Date

District Office Signature Date