

# MAPLETON LOCAL SCHOOLS TIMESHEET

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Month \_\_\_\_\_

**(The timesheet for this pay period is due on the 21<sup>st</sup>)**

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	REASON FOR EXTRA TIME	DAILY TOTAL	OFFICE USE
6							
Extra Time							
7							
Extra Time							
8							
Extra Time							
9							
Extra Time							
10							
Extra Time							
11							
Extra Time							
12							
Extra Time							
13							
Extra Time							
14							
Extra Time							
15							
Extra Time							
16							
Extra Time							
17							
Extra Time							
18							
Extra Time							
19							
Extra Time							
20							
Extra Time							

Total Regular Hours \_\_\_\_\_ Total Extra Hours \_\_\_\_\_

Approved by \_\_\_\_\_

Principal or Supervisor

For Office Use Only

**(The timesheet for this pay period is due on the 6<sup>th</sup>)**

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	REASON FOR EXTRA TIME	DAILY TOTAL	OFFICE USE
21							
Extra Time							
22							
Extra Time							
23							
Extra Time							
24							
Extra Time							
25							
Extra Time							
26							
Extra Time							
27							
Extra Time							
28							
Extra Time							
29							
Extra Time							
30							
Extra Time							
31							
Extra Time							
1							
Extra Time							
2							
Extra Time							
3							
Extra Time							
4							
Extra Time							
5							
Extra Time							

Total Regular Hours \_\_\_\_\_ Total Extra Hours \_\_\_\_\_

08/2017

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