

Name: \_\_\_\_\_

District & Bldg: \_\_\_\_\_

MONTH \_\_\_\_\_

In order that we may comply with the wage-hour law each employee is required to fill in the time worked each day and turn in this slip, signed at the end of the month. If called away during working hours, notation of this time should be made on the back of this card.

WEEK 1	Date	In	Out	In	Out	In	Out	Time Worked
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

WEEKLY TOTAL \_\_\_\_\_

Add'l Hrs for IDH HomeBound

WEEK 2	Date	In	Out	In	Out	In	Out	Time Worked
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

WEEKLY TOTAL \_\_\_\_\_

Add'l Hrs for IDH HomeBound

WEEK 3	Date	In	Out	In	Out	In	Out	Time Worked
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

WEEKLY TOTAL \_\_\_\_\_

Add'l Hrs for IDH HomeBound

WEEK 4	Date	In	Out	In	Out	In	Out	Time Worked
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

WEEKLY TOTAL \_\_\_\_\_

Add'l Hrs for IDH HomeBound

WEEK 5	Date	In	Out	In	Out	In	Out	Time Worked
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

WEEKLY TOTAL \_\_\_\_\_

Add'l Hrs for IDH HomeBound

\_\_\_\_\_  
Employee Signature

GRAND TOTAL \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

Completed time sheets are due in the **first (1ST)** media mail run after the last day of the month. They must be completely added and signed by the employee and their supervisor. Hours may not exceed weekly contract hours.