

# PAYROLL TIMESHEET

LOCATION/DEPARTMENT: \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE - PRINT NAME

\_\_\_\_\_  
EMPLOYEE - SIGNATURE

MONTH/YEAR: \_\_\_\_\_ / \_\_\_\_\_

DATE	DESCRIPTION OF DUTY	HOURS	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
			TOTAL

\_\_\_\_\_  
Approved: Supervisor

\_\_\_\_\_  
Approved: Business Admin./Principal

\_\_\_\_\_  
Approved: Superintendent

\_\_\_\_\_  
Account Number

# PAYROLL TIMESHEET

LOCATION/DEPARTMENT: \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE - PRINT NAME

\_\_\_\_\_  
EMPLOYEE - SIGNATURE

MONTH/YEAR: \_\_\_\_\_ / \_\_\_\_\_

DATE	DESCRIPTION OF DUTY	HOURS	
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			TOTAL

\_\_\_\_\_  
Approved: Supervisor

\_\_\_\_\_  
Approved: Business Admin./Principal

\_\_\_\_\_  
Approved: Superintendent

\_\_\_\_\_  
Account Number