



Employee \_\_\_\_\_  
(Please Print)

Building \_\_\_\_\_

**Type of Work: (Check One)**

- Bridge Assignment
- Co-op
- Homebound\*
- Summer School

- Teacher-Initiated In-Service^
- Teacher Staff Development^
- Teacher Curriculum Work^
- ^Activity Done \_\_\_\_\_

\*Homebound Student and building

**First Week**

	Date Mo/Day/Yr.	Regular Hours
Saturday		
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Totals		

**Second Week**

	Date Mo/Day/Yr.	Regular Hours
Saturday		
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Totals		

Signed \_\_\_\_\_  
(Employee)

Approved \_\_\_\_\_  
(Supervisor)

*Sheet must be turned in by 10:00 am on the last Friday of the pay period. Include all Friday time regularly scheduled on the pay sheet. Any adjustments must be reported to Payroll by 10:00 am of the following Monday by the Supervisor.*

**For Payroll Use Only**

ASN No. \_\_\_\_\_

Paid \_\_\_\_\_