

Time Sheet (Non-Exempt Stipend Staff)

Please enter time worked, title of each job function (include regular position and extra stipend position hours), and Total Hours/Day.

List lunch break time as a separate job function column.

Enter absences: sick days, emergency leave and holidays.

Name: _____	
ID Number: _____	School: _____
Week Of : Monday (Mo/Date/Yr)-	to Sunday (Mo/Date/Yr)-

EXAMPLE		EXAMPLE		EXAMPLE						Total Hrs/Day
Job Function:		Job Function:		Job Function:		Job Function:		Job Function:		
Teacher Assistant		Lunch		Teacher Assistant		Volleyball Coach				
In	Out	In	Out	In	Out	In	Out	In	Out	
8:00 AM	12:00 PM	12:00 PM	12:30 PM	12:30 PM	4:00 PM	5:00 PM	7:00 PM			

	Job Function:		Job Function:		Job Function:		Job Function:		Job Function:		Total Hrs/Day
	In	Out	In	Out	In	Out	In	Out	In	Out	
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Sunday											
Function Total Hours (District Use Only)											

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Completed forms must be sent to Anita Seaholm in Human Resources each Monday morning.

Human Resources : _____ Date: _____