

SUPPORT STAFF TIMESHEET

MONTH: _____

LOCATION: _____

NAME: _____

EMPLOYEE NO.: _____
POSITION: _____

| DATE | START TIME | FINISH TIME | ABSENT | HOURS WORKED | ABSENT/REASON | HOURS BANKED | HOURS TAKEN | SUPERVISOR APPROVAL |
|------|------------|-------------|--------|--------------|---------------|--------------|-------------|---------------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
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| 27 | | | | | | | | |
| 28 | | | | | | | | |
| 29 | | | | | | | | |
| 30 | | | | | | | | |
| 31 | | | | | | | | |
| | | | | | | 0.00 | 0.00 | |

My normal hours of work are from 8:30 a.m. to 4:30 p.m. with 1.0 hr for lunch.
I have worked these hours except for as noted above.

| BANKED HOURS CARRIED FORWARD | | 0.00 |
|------------------------------|---------------------------|------|
| 0.00 | OVERTIME HOURS THIS MONTH | 0.00 |
| Total Days | | |
| Days used to date | | |
| Days used this month | | 0.00 |
| Unused Days | | |

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE