

WINDHAM EXEMPTED VILLAGE SCHOOLS TIME SHEET (CIRCLE ONE)

WEEK ENDING _____ DEPT. _____

NAME: _____

BUILDING _____

- ADMINISTRATION
 BOARD AIDE
 MAINTENANCE
 SUB TEACHER
 ***Student Name
- SECRETARY
 CAFETERIA
 TRANSPORTATION AIDE
 TUTOR***

WORK WEEK	START TIME	ENDING TIME	PAY HRS DAYS	EXPLANATION: PERSON REPLACED, S/L, P/L, VAC, OT, DOCK, UNPAID, OTHER ABSENCES, ETC.
SU				
MO				
TU				
WE				
TH				
FR				
SA				

I hereby certify that the above listing of hours worked is true and correct.

TOTAL PAY HOURS _____

EMPLOYEE SIGNATURE _____

ADMINISTRATOR/SUPERVISOR _____

Each employee or substitute is responsible for accurately recording hours/days worked.
Payroll time sheets must be turned in to your supervisor upon the completion of the work week period.