

P.O. Box 97	<b>Grundy County Board of Education</b>	Phone: (931) 692-3467
Altamont, TN 37301	<b>Employee Timesheet</b>	Fax: (931) 692-2188

Name:	Date:
Address:	Department (or Grant):
Phone:	Position:
Soc. Sec. #:	School:

Week of:	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total # of Hrs.
	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	
<b>Daily Total</b>													

Week of:	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total # of Hrs.
	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	
<b>Daily Total</b>													

Week of:	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total # of Hrs.
	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	
<b>Daily Total</b>													

Week of:	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total # of Hrs.
	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	
<b>Daily Total</b>													

Week of:	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total # of Hrs.
	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	
<b>Daily Total</b>													

Other Hours (Explain in Detail)		Other Hours
------------------------------------	--	-------------

I hereby certify this timesheet is correct and accurate to the best of my knowledge.

Employee Signature:	Date:	
Principal Signature:	Date:	
Supervisor Signature:	Date:	

Notes:	Total Hours Worked=	
	Pay per Hour=	
	<b>TOTAL PAY AMOUNT=</b>	