

SOUTHINGTON BOARD OF EDUCATION

EMPLOYEE TIME SHEET

Name	
Employee #	
Position	
School	

Pay Date	
<small>(For Payroll Use Only)</small>	

	Date	In	Lunch		Out	Total Hours Worked*	Absence	
			Out	In			Code	Reason
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
GRAND TOTAL *								

Absence Code: I = Illness
 P = Personal
 V = Vacation
 WC = Workers Comp

B = Death In Family (please list relationship)
 O = Professional Day
 H = Holiday

*EXPLAIN ANY OVERTIME ON REVERSE SIDE

Employee Signature _____

Approved By _____