

SCHOOL SUPPORT SERVICES DIVISION

EMPLOYEE TIME RECORD

EMPLOYEE _____

PROGRAM _____

PAY PERIOD _____

RATE _____ CODE _____

DAY	DATE	HOURS
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

DAY	DATE	HOURS
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Total Hours _____

SIGNED _____ APPROVED _____ Date Approved _____