

CHENEY SCHOOL DISTRICT #360
Employee Time Sheet (For hourly rate, daily rate employees and subs)

Name: _____

Month: _____ Year: _____

Position: _____

Location: _____

Hourly Rate: _____

Month/ Day/Yr	# of Hrs	Description/Explanation/Code		Month/ Day/Yr	# of Hrs	Description/Explanation/Code
1				17		
2				18		
3				19		
4				20		
5				21		
6				22		
7				23		
8				24		
9				25		
10				26		
11				27		
12				28		
13				29		
14				30		
15				31		
16				TOTAL HOURS		

I certify that the above is an accurate record of the time worked during the period indicated.

Employee's Signature

Supervisor's Signature

For Official Use Only		
CODE	_____	

	X	+
	X	+
	X	=
Hours	Hourly Rate	Gross Salary