NEW KENSINGTON - ARNOLD SCHOOL DISTRICT
Administration Office
707 Stevenson Boulevard
New Kensington, PA 15068

REPORT OF HOURS - Clerical

THIS REPORT MUST BE RECEIVED IN THE ADMINISTRATIVE OFFICES NO LATER THAN THE 1ST AND THE 16TH OF EACH MONTH

DUE ON:	DAYS INCLUDED:	PAYCHECK:
1ST PAYROLL	Will consist of the previous month's payroll from the 16th to the end of the month	Current
16th PAYROLL	Will consist of payroll from the 1st through the 15th of the current month	Current

NAME: _____

POSITION: _____

Dates Worked	Department	Building	Start Time	Lunch Start Time	Lunch End Time	End Time	Total Hours
			TOTAL HOURS:				

NOTES: (Please list all Sick, Personal, Vacation, and 2 hr Delays in this section.)

By signing the bottom of this form I am certifying that the times stated above are correct to the best of my knowledge. Any electronic record of time is only for cross reference purposes.

PLEASE RETURN THIS REPORT TO THE PAYROLL DEPARTMENT AFTER RECEIVING THE REQUIRED SIGNATURES.

SIGNATURE: _____ DATE: _____

SUPERVISOR'S SIGNATURE: _____ DATE: _____

UPDATED 1/17/2017