WHITLEY COUNTY BOARD OF EDUCATION
EMPLOYEE TIME SHEET

NAME: _____ **POSITION:** _____

EMPLOYEE NUMBER: _____ **PROJECT:** _____

WORKSITE: _____ ☐ - CHECK HERE IF CURRENTLY ENROLLED IN WHITLEY COUNTY SCHOOLS

DAY	DATE	IN	LUNCH OUT	IN	OUT	HOURS WORKED	COMMENTS
SUN							
MON							
TUE							
WED							
THUR							
FRI							
SAT							
			TOTAL FOR WEEK:				
SUN							
MON							
TUE							
WED							
THUR							
FRI							
SAT							
			TOTAL FOR WEEK:				
SUN							
MON							
TUE							
WED							
THUR							
FRI							
SAT							
			TOTAL FOR WEEK:				
SUN							
MON							
TUE							
WED							
THUR							
FRI							
SAT							
			TOTAL FOR WEEK:				
SUN							
MON							
TUE							
WED							
THUR							
FRI							
SAT							
			TOTAL FOR WEEK:				
			TOTAL FOR PAY PERIOD:				

_____ _____ _____ _____
EMPLOYEE SIGNATURE **DATE** **SUPERVISOR SIGNATURE** **DATE**