

Contracted Classified Employee 3-Week Period Time Sheet

Name _____ Building _____ Position _____

Do not enter Time In/Out if you don't actually work. Enter absence reason code in the Time Off (column. If less than a full day, enter next to the code the # of hrs actually gone. The Total Reg Hours column should have the number of contracted hours you actually worked.

Dates Worked MM/DD/YY	Time In	Lunch Out	Lunch In	Time Out	Time Off Code	Total Regular Hours	XT/OT Time In	XT/OT Time Out	Total XT/OT Hours
M									
Tu									
W									
Th									
F									
Sa									
Su									
TOTAL REGULAR HOURS FOR THIS WEEK							Total XT/OT hrs this wk		

Dates Worked MM/DD/YY	Time In	Lunch Out	Lunch In	Time Out	Time Off Code	Total Regular Hours	XT/OT Time In	XT/OT Time Out	Total XT/OT Hours
M									
Tu									
W									
Th									
F									
Sa									
Su									
TOTAL REGULAR HOURS FOR THIS WEEK							Total XT/OT hrs this wk		

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M									
Tu									
W									
Th									
F									
Sa									
Su									
TOTAL REGULAR HOURS FOR THIS WEEK							Total XT/OT hrs this wk		

CODES: S=Sick E=Emergency H=Holiday V=Vacation C=Calamity day O=Other(explain:_____

I hereby certify that the above information is correct:

Employee Signature _____ Date _____ Immediate Supervisor's Signature _____ Date _____