



# TIME SHEET EXAMPLE

**NAME** SUSANNE REID

**MONTH** OCTOBER

JOB TITLE	DATE	TIME	HOURS	PAY RATE	TOTAL
<b>SOCCER</b>	10-6-14	3:15-5:15	2	\$25	\$50
<b>MATH</b>	10-8-14	4:15-5:15	1	\$25	\$25
<b>SOCCER</b>	10-13-14	3:15-5:15	2	\$25	\$50
			<b>TOTAL # OF HOURS</b> <u>5</u>	<b>PAY RATE</b> <b>X \$25</b>	<b>TOTAL</b> <b>= \$125</b>



# TIME SHEET

NAME \_\_\_\_\_

Month \_\_\_\_\_

JOB TITLE	DATE	TIME	HOURS	PAY RATE	TOTAL
			TOTAL # OF HOURS _____	PAY RATE X _____	TOTAL = _____

\_\_\_\_\_  
TEACHER SIGNATURE

\_\_\_\_\_  
SITE COORDINATOR

Time sheets are due on the last business day of the month in order to be on the following month's check. Please place time sheets in the ACE box located on either campus.