

NAME: _____



School District of Borough of Morrisville

Morrisville, Pennsylvania

EMPLOYEE TIME SHEET

- | | | |
|--|------------------------------|--|
| <input type="checkbox"/> Elementary Aide | <input type="checkbox"/> PCA | <input type="checkbox"/> Extra-Curricular Position |
| <input type="checkbox"/> Secondary Aide | <input type="checkbox"/> LTS | <input type="checkbox"/> DRIVER |

DAY	DATE	TIME IN	Lunch Start	Lunch Finish	TIME OUT	TOTAL HRS/DAY	COMMENTS
THURS							
FRIDAY							
MON							
TUES							
WED							

THURS							
FRIDAY							
MON							
TUES							
WED							

TOTAL HOURS _____

Print Name _____ Date _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Business Manager (*approved for payment*) _____ Date _____

EMPLOYEE ID	PAYDATE	HOURS/DAYS	ENTERED
		HRS	