

NAME: _____



School District of Borough of Morrisville

Morrisville, Pennsylvania

MEA EMPLOYEE TIMESHEET

- | | | |
|--------------------------------|--|--|
| A. Before/After School Meeting | C. Class Coverage/ Missed Prep | E. Detention |
| B. Curriculum Writing | D. IEP Writing & ESY
(Signed by SPED Supervisor ONLY) | F. Coordinators
(Additional Days per CBA) |

DAY	DATE	TIME IN	Lunch Start	Lunch Finish	TIME OUT	TOTAL HOURS OR PERIODS	COMMENTS Enter Corresponding Letter
THURS							
FRIDAY							
MON							
TUES							
WED							

THURS							
FRIDAY							
MON							
TUES							
WED							

TOTAL HOURS/PERIODS: A. ____ B. ____ C. ____ D. ____ E. ____ F. ____

I certify that these hours are a true and accurate record of all hours worked.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Business Manager (approved for payment) _____ Date _____

EMPLOYEE ID	PAYDATE	HOURS/PERIODS	ENTERED