

NAME: _____



School District of Borough of Morrisville

Morrisville, Pennsylvania

MESPA EMPLOYEE TIMESHEET

EXCLUDES FACILITIES

☐ Teacher Coverage
(\$50/day or \$6.25/pp)

☐ Staff Nurse

☐ Van Driver Coverage

☐ Secretaries
(Out of Classification)

☐ Part-time Work

☐ Translation

☐ ESY

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

THURS							
FRIDAY							
MON							
TUES							
WED							

TOTAL HOURS/PERIODS: _____

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