

PENDLETON COUNTY SCHOOLS
TIME SHEET

S.S.#: _____

Employee's Name: _____

Assignment: _____

Month: _____

Year: _____

| Day | Date | Hours Worked | Explanation of Leave* |
|-----------|------|--------------|-----------------------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |

Total for Week _____

| | | | |
|-----------|--|--|--|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |

Total for Week _____

| | | | |
|-----------|--|--|--|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |

Total for Week _____

| | | | |
|-----------|--|--|--|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |

Total for Week _____

| | | | |
|-----------|--|--|--|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |

*i.e., Sick Leave, Personal Leave,
Vacation, Professional Leave, Without
Pay, Other

Total for Week _____

Total for Month _____

Employee Signature

Approved by Supervisor