Time Sheet

6/1/2017 — 6/15/2017

# 21st Century CLC

## Lucy Addison Middle School

|  |  |
| --- | --- |
| Employee name:  |  |
| Employee number:  |  |
| Position: |  |
| Regular Schedule: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **Initials** | **End Time** | **Initials** | **Total Hours** | Description of work(tUTORING, pLANNING, family night, Field Trip, etc.) |
| 6/1/2017 |  |  |  |  |  |  |
| 6/2/2017 |  |  |  |  |  |  |
| 6/5/2017 |  |  |  |  |  |  |
| 6/6/2017 |  |  |  |  |  |  |
| 6/7/2017 |  |  |  |  |  |  |
| 6/8/2017 |  |  |  |  |  |  |
| 6/9/2017 |  |  |  |  |  |  |
| 6/12/2107 |  |  |  |  |  |  |
| 6/13/2017 |  |  |  |  |  |  |
| 6/14/2017 |  |  |  |  |  |  |
| 6/15/2017 |  |  |  |  |  |  |
| Pay period Totals |  |  |  |  |  |  |

|  |  |
| --- | --- |
| By signing below, I certify that 100% of hours listed above were spent working for 21st Century and these hours do not overlap my RCPS contract day (if applicable).**Please do not sign your timesheet until the end of your last shift for the pay period** |  |
| Employee signature: | Date:  |
| Supervisor signature: | Date:  |

|  |
| --- |
| **Please initial each time you sign in and out of work, but DO NOT SIGN your timesheet until the end of your last shift for the pay period** |

 \*Disclaimer: Timesheets that are not signed by the above employee will not be processed