

EAST PRAIRIE R-2 MONTHLY TIME SHEET

EMPLOYEE:
BUILDING:

JOB COMPLETED:
MONTH:

WEEK 1	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time In							
Time Out							
Total Time							

WEEK 2	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time In							
Time Out							
Total Time							

WEEK 3	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time In							
Time Out							
Total Time							

WEEK 4	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time In							
Time Out							
Total Time							

WEEK 5	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time In							
Time Out							
Total Time							

Total Hours	
Hourly Rate	
Total	

Employee Signature: _____

Supervisor's Signature: _____

Central Office Approval: _____