

ALDER GROVE CHARTER SCHOOL TIMESHEET

(timesheets are due on or before the 14th of each month)

Employee Name: _____ Category: _____

Pay Period Dates: _____

Date	Time In	Time Out	Time In	Time Out	Total	Teachers and/or Tutors must complete this column Student(s) served by Tutor or Teacher Substituted for:
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
Total Hours						

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____