

ALDER GROVE CHARTER SCHOOL TIMESHEET (A)

(Time sheets are due *two business days following the 15th*. This will vary each month due to weekends or holidays.)

Employee Name: _____ Category: _____

Pay Period Date: _____

| 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: |
|---------------------|---------|----------|---------|----------|-------|--|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| Total hours: | | | | | | |

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____