

**Huntington Union Free School District
Business Office**

2018-2019 Monthly Time Sheet

Employee Name: _____
 Pay Period: _____
 Service(s) Provided: _____

For each day worked, indicate the times you worked
 (i.e., 9:00 – 11:00 AM, 3:00 – 5:00 PM)

July 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Employee Signature

Date

Supervisor Signature

Date

**Huntington Union Free School District
Business Office**

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Employee Name: _____

Pay Period: _____

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For each day worked, indicate the times you worked
(i.e., 9:00 – 11:00 AM, 3:00 – 5:00 PM)

August 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Employee Signature

Date

Supervisor Signature

Date

**Huntington Union Free School District
Business Office**

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For each day worked, indicate the times you worked
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September 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Schools Closed	4	5	6	7	8
9	10 Schools Closed	11 Schools Closed	12	13	14	15
16	17	18	19 Schools Closed	20	21	22
23	24	25	26	27	28	29
30						

Employee Signature

Date

Supervisor Signature

Date

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Service(s) Provided: _____

October 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Schools Closed	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Employee Signature

Date

Supervisor Signature

Date

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Pay Period: _____

Service(s) Provided: _____

November 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Schools Closed	13	14	15	16	17
18	19	20	21	22 Schools Closed	23 Schools Closed	24
25	26	27	28	29	30	

Employee Signature

Date

Supervisor Signature

Date

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Pay Period: _____

Service(s) Provided: _____

December 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Schools Closed	25 Schools Closed	26 Schools Closed	27 Schools Closed	28 Schools Closed	29
30	31 Schools Closed					

Employee Signature

Date

Supervisor Signature

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January 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Schools Closed	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Schools Closed	22	23	24	25	26
27	28	29	30	31		

Employee Signature

Date

Supervisor Signature

Date

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Pay Period: _____

Service(s) Provided: _____

February 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Schools Closed	19 Schools Closed	20 Schools Closed	21 Schools Closed	22 Schools Closed	23
24	25	26	27	28		

Employee Signature

Date

Supervisor Signature

Date

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For each day worked, indicate the times you worked
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March 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
24	25	26	27	28	29	30
31						

Employee Signature

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(i.e., 9:00 - 11:00 AM, 3:00 - 5:00 PM)

Pay Period: _____

Service(s) Provided: _____

April 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 Schools Closed	20
21	22 Schools Closed	23 Schools Closed	24 Schools Closed	25 Schools Closed	26 Schools Closed	27
28	29	30				

Employee Signature

Date

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Pay Period: _____

Service(s) Provided: _____

May 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Schools Closed	28	29	30	31	

Employee Signature

Date

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Service(s) Provided: _____

For each day worked, indicate the times you worked
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June 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Employee Signature

Date

Supervisor Signature

Date