

HUNTINGTON UNION FREE SCHOOL DISTRICT  
Business Office

# WEEKLY TIME SHEET

Employee Name: \_\_\_\_\_

Pay Period: \_\_\_\_\_

Day/Date	Time In	Time Out	Time In	Time Out	Total Hours Worked	Reason for Overtime
Monday _____						
Tuesday _____						
Wednesday _____						
Thursday _____						
Friday _____						
Saturday _____						
Sunday _____						
<b>Total Hours Worked</b>						

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature