

**Huntington Union Free School District
Business Office**

2024-2025 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 2024						
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**

2024-2025 Monthly Time Sheet

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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 2024						
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

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2024-2025 Monthly Time Sheet

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September 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Schools Closed	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

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October 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Schools Closed	4 Schools Closed	5
6	7	8	9	10	11	12
13	14 Schools Closed	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
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2024-2025 Monthly Time Sheet

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November 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Schools Closed	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Schools Closed	29 Schools Closed	30

Employee Signature

Date

Supervisor Signature

Date

**Huntington Union Free School District
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Pay Period: _____

Service(s) Provided: _____

December 2024						
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 Schools Closed	24 Schools Closed	25 Schools Closed	26 Schools Closed	27 Schools Closed	28
29	30 Schools Closed	31 Schools Closed				

Employee Signature

Date

Supervisor Signature

Date

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January 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Schools Closed	2 Schools Closed	3 Schools Closed	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Schools Closed	21	22	23	24	25
26	27	28	29 Schools Closed	30	31	

Employee Signature

Date

Supervisor Signature

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Pay Period: _____

Service(s) Provided: _____

February 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Schools Closed	18 Schools Closed	19 Schools Closed	20 Schools Closed	21 Schools Closed	22
23	24	25	26	27	28	

Employee Signature

Date

Supervisor Signature

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

Pay Period: _____

Service(s) Provided: _____

March 2025						
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 Schools Closed					

Employee Signature

Date

Supervisor Signature

Date

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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)

April 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Schools Closed	15 Schools Closed	16 Schools Closed	17 Schools Closed	18 Schools Closed	19
20	21	22	23	24	25	26
27	28	29	30			

Employee Signature

Date

Supervisor Signature

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Pay Period: _____

Service(s) Provided: _____

May 2025						
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 Schools Closed	27	28	29	30	31

Employee Signature

Date

Supervisor Signature

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Service(s) Provided: _____

For each day worked, indicate the times you worked
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June 2025						
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	23	24	25	26	27	28
29	30					

Employee Signature

Date

Supervisor Signature

Date