

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
TIME SHEET FOR MONTH/YEAR OF _____



Name: _____

Employee Type: _____

Badge ID Number: _____

Are you a retiree? YES NO (circle one)

DATE OF MONTH	IN	Lunch (Out)	Lunch (In)	OUT	HOURS WORKED
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					
				TOTAL HOURS WORKED THIS MONTH	

Submit completed form to the Campus/Department Secretary of the Authorizing Payor.

Supervisor's Signature

Employee's Signature

Date