

**INTERLOCAL #613 TIMESHEET**

**EMPLOYEE NAME** \_\_\_\_\_

**POSITION #** \_\_\_\_\_

**DAILY HRS APPROVED** \_\_\_\_\_

**BLDG HRS** \_\_\_\_\_

MONTH OF:

DATE	DAILY TOTAL	REASON FOR ABSENCE/ADD'T TIME	
			SL - Sick Leave
		WEEKLY TOTAL	FL - Funeral Leave
			JD - Jury Duty
			NS - No School
		WEEKLY TOTAL	V - Vacation
			UPL - Unpaid
			Leave (must
			have permission)
		WEEKLY TOTAL	
			<b>Payroll Use Only:</b>
			<b>Sick Hrs</b> _____
			<b>Vac Hrs</b> _____
		WEEKLY TOTAL	
			<b>UPL Hrs</b> _____
			<b>Funeral</b> _____
			<b>Regular Hrs</b> _____
		WEEKLY TOTAL	
<b>TOTAL HOURS</b>		<b>PLEASE SUBMIT YOUR TIMESHEET NOW!</b>	<b>Total Hrs</b> _____

I certify that the above record of time and leave is correct.

\_\_\_\_\_  
Signature of Para Educator

\_\_\_\_\_  
Signature of Supervising Teacher

\_\_\_\_\_  
Signature of Bldg Administrator