

Hamburg School District Classified Employee Weekly Time Sheet

 Name Date

 Position Employee #

 Employee Signature

 Supervisor Signature

(USE THE OUT & IN BOXES BELOW WHEN LEAVING CAMPUS FOR LUNCH OR PERSONAL BUSINESS ONLY)

Day	Mo/ Day	Leave (S-V-H- P-JD)	Start Time (00.00)	Out	In	Out	In	Day End (00.00)	Daily Total
Mon									
Tues									
Wed									
Thurs									
Fri									
35-40 hrs. constitutes normal work week. You <u>ARE NOT</u> to work over 40 hours a week unless directed to do so by supervisor. S-Sick, V-Vacation, H-Holiday, P-Personal, JD-Jury Duty									Total Wkly Hours.