

EESD TIMESHEET

Name: _____

Job: _____

Day	Date	Morning		Afternoon		Break 15 min	Lunch 30 min	Break 15 min	Total Hours	Reason for Overtime/Absence	Approved by
		In	Out	In	Out						
Sun.											
Mon.											
Tues.											
Wed.											
Thur.											
Fri.											
Sat.											

TOTAL WEEK 1: _____

Day	Date	Morning		Afternoon		Break 15 Min	Lunch 30 min	Break 15 min	Total Hours	Reason for Overtime/Absence	Approved by
		In	Out	In	Out						
Sun.											
Mon.											
Tues.											
Wed.											
Thur.											
Fri.											
Sat.											

TOTAL WEEK 2: _____

TOTAL COMP: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

***Policy 8.11 – Overtime, Comp time, and complying with FLSA **Overtime MUST have prior approval**