

SOUTH WHIDBEY SCHOOL DISTRICT NO. 206 - Monthly Timesheet

Month/Year: _____ **Employee Name:** _____

				HOURS ABSENT			MISC NOTES
Date	Regular Hours	Extra Hours	Sub Hours	Leave Code	Hours Absent	Sub Req? Y/N	Reason for Extra Hours. Explanation of Sub Hours
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
TOTALS:							PAYROLL QUESTIONS? 221-6808 Ext. 2209

LEAVE CODES:

- A = Personal-38
- B = Bereavement-36
- E = Emergency-34
- P = Other
- Q = Family Illness-32
- V=Vacation
- S = Maternity-31
- S = Sick-31

I HEREBY CERTIFY THAT I HAVE WORKED MY SCHEDULED HOURS WITH THE EXCEPTION OF ABSENT OR ADDITIONAL HOURS THAT ARE RECORDED ABOVE.
 I HEREBY CERTIFY THAT I HAVE WORKED MY SCHEDULED HOURS AND HAVE NO EXCEPTIONS OF ABSENT OR ADDITIONAL HOURS TO RECORD.

Employee Signature

Supervisor/Principal Approval