

RSU No. 5
Weekly Time Sheet
School Year 2017-2018

Pay Period Starts:

Ends:

Day	Date	Time In	Lunch/Out	Lunch/In	Time Out	Total Hours	OT Hours	Sick	Personal	Holiday	Other*	Grand Total
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
					Week 1							

Day	Date	Time In	Lunch/Out	Lunch/In	Time Out	Total Hours	OT Hours	Sick	Personal	Holiday	Other *	Grand Total
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
					Week 2							
											TOTAL	

Explanation if necessary: *

Employee: _____

please print

Employee: _____

please sign

Administrator: _____