

**CLARE-GLADWIN REGIONAL EDUCATION SERVICE DISTRICT
ACTUAL BI-WEEKLY TIMESHEET**

Identification Number _____
Employee Name _____
Department _____

School Year _____
Month of _____ Year _____

Instructions for Filling Out Your Timesheet:

1. Please be sure that the school year is filled in.
2. Please be sure that the Department you worked for is filled in.
3. Be sure you sign your timesheet and your supervisor has signed it before turning it into the payroll office.

4. THE TIMES YOU COME IN AND THE TIMES YOU LEAVE MUST BE DETAILED BELOW (including lunch time).
5. The total actual hours worked will be calculated automatically.
6. S = Sick Time, V = Vacation, P = Personal Time, H = Holiday
B = Breavement, BO = Bereavement Other*, UN = Union Business
FI = Family Illness*, JD = Jury Duty, MNC = Med Nurse Care*

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>TOTAL HOURS</u>	<u>WEEKLY HOURS</u>
Date	_____	_____	_____	_____	_____		
In	_____	_____	_____	_____	_____		
Out	_____	_____	_____	_____	_____		
						0:00:00	
						0:00:00	
						0:00:00	0:00:00

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>		
Date	_____	_____	_____	_____	_____		
In	_____	_____	_____	_____	_____		
Out	_____	_____	_____	_____	_____		
						0:00:00	
						0:00:00	
						0:00:00	0:00:00

EMPLOYEE'S SIGNATURE _____

TOTAL ACTUAL HOURS WORKED: 0:00:00

DATE SIGNED _____

TOTAL ACTUAL DAYS WORKED: _____

SUPERVISOR'S SIGNATURE _____

YEAR-TO-DATE ACTUAL DAYS WORKED: _____

DATE SIGNED _____

DO NOT WRITE INSIDE BOX, BUSINESS OFFICE USE ONLY

S:\AllStaff\Personnel Forms\Timesheet Blank\Timesheet Blank

SICK HOURS:	VACATION HOURS:
Sick hours available	Vacation hours available
Sick hours used this month	Vacation hours used this month
Family sick hours used	Balance vacation hours left -
Balance sick days left -	
PERSONAL HOURS:	
Personal hours available	
Pers hours used this month	
Balance pers hours left -	