

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

Identification Number _____

School Year _____

Employee Name _____

Month of _____ Year _____

Department _____

Instructions for Filling Out Your Timesheet:

1. Please be sure that the school year is filled in.
2. 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 and days worked are to be extended and footed By the employee.

MONDAY Date _____ In _____ Out _____	TUESDAY Date _____ In _____ Out _____	WEDNESDAY Date _____ In _____ Out _____	THURSDAY Date _____ In _____ Out _____	FRIDAY Date _____ In _____ Out _____	WEEKLY TOTAL HOURS

EMPLOYEE'S SIGNATURE _____

TOTAL ACTUAL HOURS WORKED: _____

DATE SIGNED _____

TOTAL ACTUAL DAYS WORKED: _____

YEAR-TO-DATE ACTUAL DAYS WORKED: _____

SUPERVISOR'S SIGNATURE _____

DATE SIGNED _____

DO NOT WRITE INSIDE BOX. BUSINESS OFFICE USE ONLY

<p>SICK DAYS Sick days available: _____ Sick days used this month: _____ Family sick days used: _____ Balance sick days left: _____</p>	<p>VACATION DAYS Vacation days available: _____ Vacation days used this month: _____ Balance vacation days left: _____</p>
<p>PERSONAL DAYS Personal days available: _____ Personal days used this month: _____ Balance personal days left: _____</p>	