

CANTON PUBLIC SCHOOLS
 960 Washington Street, Canton, MA 02021
 781-821-5060

TIME SHEET FOR HOURLY PERSONNEL

Name: _____

Position: _____

<u>WEEK 1</u>	<u>DATE</u>	<u>SCHOOL</u>	<u>HOURS WORKED</u>	<u>REASON</u>
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
<u>TOTAL HOURS THIS WEEK:</u>				
<u>WEEK 2</u>	<u>DATE</u>	<u>SCHOOL</u>	<u>HOURS WORKED</u>	<u>REASON</u>
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
<u>TOTAL HOURS THIS WEEK:</u>				

TOTAL HOURS WORKED TWO WEEKS: _____

Employee Signature: _____

Supervisor Signature: _____

Approval of Principal/Director: _____