

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

Employee Signature: _____ Supervisor Signature: _____

Approval of Principal/Director: _____