

Time Sheet for Services Rendered to the Ithaca City School District

*NOTE: These areas **MUST** be filled in or your Time Sheet will be **RETURNED** to your appropriate supervisor **BEFORE** payment is made!!

Pay Rate X Total Hours	Budget Code	Work Location
Employee Name	Employee ID Number	Job Title

First Week

	Date	Time In	Time Out	Time In	Time Out	Work Beyond Regular Hrs. From - To	Total Hours	Absence/Remarks
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Total Hours for the Work Week								

Second Week

	Date	Time In	Time Out	Time In	Time Out	Work Beyond Regular Hrs. From - To	Total Hours	Absence/Remarks
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Total Hours for the Work Week								

This is to certify that the services charged in the above Time Sheet have been actually performed for the Board of Education, Ithaca, NY.: that said Time Sheet is just, due and unpaid and that the Time and Dates are correct and are inclusive.

Employee Signature	Date	Supervisor Signature	Date
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