



# HAYWOOD COUNTY SCHOOLS

## EMPLOYEE'S DAILY AND MONTHLY TIME REPORT

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

BUDGET CODE \_\_\_\_\_

RATE PER HOUR \_\_\_\_\_

FOR \_\_\_\_\_

BEGINNING DATES \_\_\_\_\_ ENDING DATES \_\_\_\_\_

**Time must be submitted based on payroll reporting periods**

Day of Month	Calendar Month and Date	ATTENDANCE TIME THIS JOB						Total Time This Job
		Start	Stop	Start	Stop	Start	Stop	
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
<b>TOTAL FOR 1<sup>ST</sup> WEEK</b>								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
<b>TOTAL FOR 2<sup>ND</sup> WEEK</b>								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
<b>TOTAL FOR 3<sup>RD</sup> WEEK</b>								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
<b>TOTAL FOR 4<sup>TH</sup> WEEK</b>								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
<b>TOTAL FOR 5<sup>TH</sup> WEEK</b>								
<b>TOTAL TIME WORKED FOR PAYROLL REPORTING PERIOD</b>								

I hereby certify that the above report of time is correct and includes total hours worked each week for the period covered as indicated at the top of the page.

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Employee \_\_\_\_\_

Date \_\_\_\_\_

## 2016-2017 School Year

Reporting Periods	Due Dates	Pay Days
July 17 - August 13	August 16, 2016	August 31, 2016
August 14 - September 10	September 13, 2016	September 30, 2016
September 11 - October 8	October 11, 2016	October 31, 2016
October 9 - November 5	November 8, 2016	November 30, 2016
November 6 - December 3	December 6, 2016	December 30, 2016
December 4 - January 7	January 10, 2017	January 31, 2017
January 8 - February 4	February 7, 2017	February 28, 2017
February 5 - March 11	March 14, 2017	March 31, 2017
March 12 - April 15	April 17, 2017	April 28, 2017
April 16 - May 13	May 16, 2017	May 31, 2017
May 14 - June 13	June 13, 2017	June 29, 2017