HAYWOOD COUNTY SCHOOLS
EMPLOYEE'S DAILY AND MONTHLY TIME REPORT

NAME _____   SCHOOL _____

BUDGET CODE _____   RATE PER HOUR _____

FOR _____

BEGINNING DATES _____   ENDING DATES _____

<mark>Time must be submitted based on payroll reporting periods</mark>

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								
TOTAL FOR 1ST WEEK								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
TOTAL FOR 2ND WEEK								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
TOTAL FOR 3RD WEEK								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
TOTAL FOR 4TH WEEK								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
TOTAL FOR 5TH WEEK								
TOTAL TIME WORKED FOR PAYROLL REPORTING PERIOD								

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

2017-2018 School Year

Reporting Periods	Due Dates	Pay Days
July 16 - August 12	August 15, 2017	August 31, 2017
August 13 - September 9	September 12, 2017	September 29, 2017
September 10 - October 7	October 10, 2017	October 31, 2017
October 8 - November 4	November 7, 2017	November 30, 2017
November 5 - December 9	December 11, 2017	December 29, 2017
December 10 - January 13	January 16, 2018	January 31, 2018
January 14 - February 10	February 13, 2018	February 28, 2018
February 11 - March 10	March 13, 2018	March 30, 2018
March 11 - April 14	April 16, 2018	April 30, 2018
April 15 - May 12	May 15, 2018	May 31, 2018
May 13 - June 13	June 14, 2018	June 27, 2018