

**NEWTON U.S.D. 373
TIME SHEET
AND/OR WORK RECORD**

S.S. # _____ NAME _____

Job Description _____

Hours Per Day Recorded on Offer
of Employment

Day	Month	Date	Year	Start		End		Start		End		Reg. Hours	Add Hours	Reason for Additional Time	
Mon.															
Tues.															
Wed.															
Thurs.															
Fri.															
Sat.															
Sun.															
TOTAL HOURS												Reg.	Add.	=	_____
Mon.															
Tues.															
Wed.															
Thurs.															
Fri.															
Sat.															
Sun.															
TOTAL HOURS												Reg.	Add.	=	_____
Mon.															
Tues.															
Wed.															
Thurs.															
Fri.															
Sat.															
Sun.															
TOTAL HOURS												Reg.	Add.	=	_____
Mon.															
Tues.															
Wed.															
Thurs.															
Fri.															
Sat.															
Sun.															
TOTAL HOURS												Reg.	Add.	=	_____
Mon.															
Tues.															
Wed.															
Thurs.															
Fri.															
Sat.															
Sun.															
TOTAL HOURS												Reg.	Add.	=	_____

I certify that the above is an exact record of the hours worked during the period specified and that the time shown on sheet is complete, true, and correct.

Supervisor's Verification of Hours Worked

Employee's Signature

Hours recorded on this form are to be actual time work is performed.
The work week starts at midnight Sunday night.
Use "A" for A.M. and "P" for P.M.

BUSINESS OFFICE USE ONLY

REGULAR HOURS _____ OVERTIME HOURS _____