

General Aides Time Sheet

Name _____

First Week Ending _____
(Saturday to Friday)

Sat/Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Sick Leave						
Personal Leave						
Non-paid Leave						

Sat/Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Sick Leave						
Personal Leave						
Non-paid Leave						

Second Week Ending _____
(Saturday To Friday)

Supervisor's Signature

Employee's Signature

Procedures for filling out time sheets:

- 1) Record the number of hours worked per day in the appropriate box. A normal workday for a general aide is 6.6 hours long (8:00 to 2:35) for a total of 33 hours for a 5 day week. **If hours worked is less than 6.6, please check appropriate alternate box.**
- 2) The time sheet should be completely filled out and signed by you. Time sheet forms will be available in the main office.
- 3) At the end of a 2 week pay period the time sheet should be submitted to the Principal's office for approval (supervisor's signature).

*Please use pink stock for copies