

**PELHAM SCHOOL DISTRICT  
TIME SHEET FOR HOURLY WORK**

Name \_\_\_\_\_

*All hours should be submitted within 15 days of work. Deduct for lunch break*

	DATE	BRIEF DESCRIPTION	FROM	TO	TOTAL HOURS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

GRAND TOTAL HRS \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Building

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*Business Office Use Only*

Date rec'd \_\_\_\_\_

Date Paid \_\_\_\_\_

Acct Code \_\_\_\_\_