Mahopac Central School District
Generic Time Sheet

(This form may be used for class coverages, chaperoning, clerical OT, staff development hours, proctoring, ESY, tutoring, step, night school etc.)

Employee name:	**BUILDING**
POSITION:	**Supervisor:**
Department:	**BUDGET CODE:**

DATE	START Time	End Time	Total Hours	RATE	TOTAL AMOUNT	description of activity (outside of normal hours)
TOTAL PAYMENT $						

Employee signature:	**Date:**
Supervisor signature:	**Date:**