

SAN LUIS VALLEY BOCES

TIME SHEET

(to be completed **ONLY** for extra time outside of regular working hours)

NAME: _____

DATE: From _____ to _____

	Date	Start Time	End Time	Reason	# of Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

TOTAL HOURS _____

Employee Signature

x Hourly Rate \$ _____

Supervisor/Director Signature

TOTAL AMOUNT _____