

Out of School Club Time sheet



Month:

NAME:

CONTRACT HOURS PER WEEK:

POST:

1 w/e:	IN	OUT	HOURS	MINS
MON				
TUE				
WED				
THU				
FRI				
Additional hours				
Reason				
			TOTAL TIME	A
Signed		Date		
(Employee)				

4 w/e:	IN	OUT	HOURS	MINS
MON				
TUE				
WED				
THU				
FRI				
Additional hours				
Reason				
			TOTAL TIME	D
Signed		Date		
(Employee)				

2 w/e:	IN	OUT	HOURS	MINS
MON				
TUE				
WED				
THU				
FRI				
Additional hours				
Reason				
			TOTAL TIME	B
Signed		Date		
(Employee)				

5 w/e:	IN	OUT	HOURS	MINS
MON				
TUE				
WED				
THU				
FRI				
Additional hours				
Reason				
			TOTAL TIME	E
Signed		Date		
(Employee)				

3 w/e:	IN	OUT	HOURS	MINS
MON				
TUE				
WED				
THU				
FRI				
Additional hours				
Reason				
			TOTAL	C
Signed		Date		
(Employee)				

SIGNED
(Supervisor)

Total hrs worked (A+B+C+D+E)

HOURS	MINS

DATE