

HOMEBOUND/ALTERNATIVE LEARNING ENVIRONMENT TIMESHEET

EMPLOYEE _____
(Print Name)

Student Name _____

GRADE _____

Day of Week	DATE	TIME STARTED	TIME ENDED	HOURS WORKED	REASON FOR ABSENT
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
TOTAL HOURS WORKED					

TIMESHEETS SHOULD BE GIVEN TO BUILDING PRINCIPAL ON THE LAST WORK DAY OF THE WEEK.

Employee Signature

Date

Administrator's Signature

Date

PRINCIPAL:

Send Original Timesheet to payroll.

Send copy of timesheet to Judy Scherzer.

Does student have an IEP? (Circle one) Yes No

TIMESHEETS WILL BE PAID PER PAY SCHEDULE.