

Wellpinit School District - Time Sheet

Employees' Name

Program/Grant

Month:

Year: 20

Date	Hours a.m.or p.m.	Supplemental Hours Worked	Rate	Description of Duties Performed as they apply to the Program/Grant
EXAMPLE	3:30pm-5:00pm	1.5		Referral planning process
1				
2				
3				
4				
5				
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10				
11				
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30				
31				

INSTRUCTIONS:

Employees in Split-Funded Federal Programs must report all hours worked.
 Hours should be reported in ¼ hour increments.
 By signing I attest that all above time has been spent according to the above Program/Grant guidelines and conditions for content and permissibility.
 Sign and return to Supervisor.

Employee Signature

Date

Supervisor Signature

Date