

Fairfield Local Schools Summer School Time Sheet

Employee Name: _____

Pay Period Ending: _____

Pay Date: _____

DAY	Date	Start	Stop	Total
Week #1 of 2	MM/DD/YYYY	Time	Time	Hours
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Week #2 of 2				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total				

I Certify this to be a true statement of my hours for this pay period.

I understand that falsification of this statement could be grounds for immediate dismissal.

Required
Signatures: _____
Employee

Supervisor/Date

Maximum per employee is \$110 per day/\$55 per half day for a maximum of 3 days

Pay Date Calendar is on the back for your information.