



HAYWOOD COUNTY SCHOOLS

EMPLOYEE'S DAILY AND MONTHLY TIME REPORT

NAME _____

SCHOOL _____

BUDGET CODE _____

RATE PER HOUR _____

FOR _____

BEGINNING DATES _____

ENDING DATES _____

Time must be submitted based on payroll reporting periods

Day of Month	Calendar Month and Date	ATTENDANCE TIME THIS JOB						Total Time This Job
		Start	Stop	Start	Stop	Start	Stop	
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
TOTAL FOR 1ST WEEK								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
TOTAL FOR 2ND WEEK								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
TOTAL FOR 3RD WEEK								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
TOTAL FOR 4TH WEEK								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
TOTAL FOR 5TH WEEK								
TOTAL TIME WORKED FOR PAYROLL REPORTING PERIOD								

I hereby certify that the above report of time is correct and includes total hours worked each week for the period covered as indicated at the top of the page.

Supervisor _____

Date _____

Employee _____

Date _____

2015-2016 School Year

Reporting Periods	Due Dates	Pay Days
July 19 - August 15	August 17, 2015	August 31, 2015
August 16 - September 12	September 14, 2015	September 30, 2015
September 13 - October 10	October 12, 2015	October 30, 2015
October 11 - November 7	November 9, 2015	November 30, 2015
November 8 - December 5	December 7, 2015	December 31, 2015
December 6 - January 9	January 11, 2016	January 29, 2016
January 10 - February 6	February 8, 2016	February 29, 2016
February 7 - March 12	March 14, 2016	March 31, 2016
March 13 - April 9	April 11, 2016	April 29, 2016
April 10 - May 14	May 16, 2016	May 31, 2016
May 15 - June 11	June 13, 2016	June 29, 2016