



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 _____

2016-2017 School Year

Reporting Periods	Due Dates	Pay Days
July 17 - August 13	August 16, 2016	August 31, 2016
August 14 - September 10	September 13, 2016	September 30, 2016
September 11 - October 8	October 11, 2016	October 31, 2016
October 9 - November 5	November 8, 2016	November 30, 2016
November 6 - December 3	December 6, 2016	December 30, 2016
December 4 - January 7	January 10, 2017	January 31, 2017
January 8 - February 4	February 7, 2017	February 28, 2017
February 5 - March 11	March 14, 2017	March 31, 2017
March 12 - April 15	April 17, 2017	April 28, 2017
April 16 - May 13	May 16, 2017	May 31, 2017
May 14 - June 10	June 13, 2017	June 29, 2017