WEST PARK SCHOOL DISTRICT

Time Sheet

Name:_____ Time Period:_____
Month/ Year

DATE	TIME IN	LUNCH	TIME OUT	DAILY TOTAL	PROGRAM/ ACTIVITY (i.e. Overtime, Cafeteria, Preschool, After School)

_____ _____
Emloyee's Signature Date Supervisor's Signature Date

Complete time sheets are due in the payroll office on the 1st of each month. If more than one page is required, please number pages and staple together. ***All overtime must be pre-approved by the administration*.