Time Sheet NAME OF EMPLOYEE

Use separate lines for different classes of work (ie. Admin, Costume, Choreo, Teaching, etc)								
No person to work OT without special authorization!								
Book Keeper will determine OT based on number of hours worked								

TWO WEEK PERIOD

ADDRESS (IF CHECK TO BE MAILED)

	n	n	-	-			
DAY OF THE WEEK	A.M.		P.M.		WORK DESCRIPTION	REG.	O.T.
(use new line for diff job)	IN	OUT	IN	OUT	(Class, Admin, B Mistress etc.)	TOTAL	TOTAL
TOTAL							
TOTAL							
SIGNATURE				2	SUPERVISOR SIGNATURE (for ACPA)		

Time Sheet			Use separate lines for different classes of work (ie. Admin, Costume, Choreo, Teaching, etc) No person to work OT without special authorization! Book Keeper will determine OT based on number of hours worked.								
NAME OF EMPLOYEE					TWO WEEK PERIOD						
ADDRESS (IF CHECK TO BE MAILED)											
DAY OF THE WEEK	A.M.		P.M.		WORK DESCRIPTION REG. 0.7	Γ.					
(use new line for diff job)	IN	OUT	IN	OUT	(Class, Admin, B Mistress etc.) TOTAL TO	TAL					
TOTAL											
SIGNATURE SUPERVISOR SIGNATURE (for ACPA)											