

MADISON DISTRICT PUBLIC SCHOOLS

EMPLOYEE TIME SHEET

NAME: _____

BLDG: _____

POSITION: _____

WEEK OF: _____

(ONLY ONE POSITION PER TIME SHEET)

MULTIPLE TIME SHEETS THIS PAY PERIOD? _____

DAY	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	REASON	TOTAL
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
TOTAL							

Reason for absence: Sick, Personal, Vacation, Bereavement, Jury duty

DAY	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	REASON	TOTAL
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
TOTAL							

*EMPLOYEE SIGNATURE: _____

*SUPERVISOR'S SIGNATURE: _____

BY SIGNING THIS TIME SHEET YOU ARE VERIFYING THE ACCURACY OF THE INFORMATION