

Lincoln Elementary School District #27 Time Sheet

Please note in the Time In column if you were not at work because of sickness, sick family, professional leave, personal leave, leave without pay, jury duty, or vacation. All educational support personnel must complete this form in order to receive a paycheck. **All overtime must be recorded in red ink, and approved by the building principal.**

Employee's Name:				Month/Year:	
Date	A.M. Time In	Time Out (For Lunch)	P.M. Time In	P.M. Time Out	Total Hours Worked
1					
2					
3					
4					
5					
6					
7					
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12					
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28					
29					
30					
31					
Principal's Signature:					