

**Huntington Union Free School District  
Business Office**

**2018-2019 Monthly Time Sheet**

Employee Name: \_\_\_\_\_  
 Pay Period: \_\_\_\_\_  
 Service(s) Provided: \_\_\_\_\_

For each day worked, indicate the times you worked  
 (i.e., 9:00 – 11:00 AM, 3:00 – 5:00 PM)

<b>July 2018</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Huntington Union Free School District  
Business Office**

**2018-2019 Monthly Time Sheet**

Employee Name: \_\_\_\_\_

Pay Period: \_\_\_\_\_

Service(s) Provided: \_\_\_\_\_

For each day worked, indicate the times you worked  
(i.e., 9:00 – 11:00 AM, 3:00 – 5:00 PM)

<b>August 2018</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

\_\_\_\_\_  
Employee Signature

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Date

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Business Office**

**2018-2019 Monthly Time Sheet**

Employee Name: \_\_\_\_\_  
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For each day worked, indicate the times you worked  
 (i.e., 9:00 - 11:00 AM, 3:00 - 5:00 PM)

September 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Schools Closed	4	5	6	7	8
9	10 Schools Closed	11 Schools Closed	12	13	14	15
16	17	18	19 Schools Closed	20	21	22
23	24	25	26	27	28	29
30						

\_\_\_\_\_  
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Date

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Supervisor Signature

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Date

**Huntington Union Free School District  
Business Office**

**2018-2019 Monthly Time Sheet**

Employee Name: \_\_\_\_\_

For each day worked, indicate the times you worked

Pay Period: \_\_\_\_\_

(i.e., 9:00 – 11:00 AM, 3:00 – 5:00 PM)

Service(s) Provided: \_\_\_\_\_

October 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Schools Closed	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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Employee Signature

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Employee Name: \_\_\_\_\_

Pay Period: \_\_\_\_\_

Service(s) Provided: \_\_\_\_\_

For each day worked, indicate the times you worked  
(i.e., 9:00 - 11:00 AM, 3:00 - 5:00 PM)

<b>November 2018</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
				1	2	3
4	5	6	7	8	9	10
11	12 Schools Closed	13	14	15	16	17
18	19	20	21	22 Schools Closed	23 Schools Closed	24
25	26	27	28	29	30	

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Employee Signature

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Employee Name: \_\_\_\_\_

For each day worked, indicate the times you worked  
(i.e., 9:00 – 11:00 AM, 3:00 – 5:00 PM)

Pay Period: \_\_\_\_\_

Service(s) Provided: \_\_\_\_\_

<b>December 2018</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Schools Closed	25 Schools Closed	26 Schools Closed	27 Schools Closed	28 Schools Closed	29
30	31 Schools Closed					

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Employee Signature

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Employee Name: \_\_\_\_\_

For each day worked, indicate the times you worked  
(i.e., 9:00 - 11:00 AM, 3:00 - 5:00 PM)

Pay Period: \_\_\_\_\_

Service(s) Provided: \_\_\_\_\_

<b>January 2019</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
		<b>1</b> Schools Closed	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> Schools Closed	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

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Pay Period: \_\_\_\_\_

Service(s) Provided: \_\_\_\_\_

<b>February 2019</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b> Schools Closed	<b>19</b> Schools Closed	<b>20</b> Schools Closed	<b>21</b> Schools Closed	<b>22</b> Schools Closed	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>		

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For each day worked, indicate the times you worked  
(i.e., 9:00 – 11:00 AM, 3:00 – 5:00 PM)

<b>March 2019</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
24	25	26	27	28	29	30
31						

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For each day worked, indicate the times you worked  
(i.e., 9:00 - 11:00 AM, 3:00 - 5:00 PM)

<b>April 2019</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Schools Closed	<b>20</b>
<b>21</b>	<b>22</b> Schools Closed	<b>23</b> Schools Closed	<b>24</b> Schools Closed	<b>25</b> Schools Closed	<b>26</b> Schools Closed	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

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Pay Period: \_\_\_\_\_

Service(s) Provided: \_\_\_\_\_

<b>May 2019</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> Schools Closed	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

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Employee Signature

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For each day worked, indicate the times you worked  
(i.e., 9:00 – 11:00 AM, 3:00 – 5:00 PM)

<b>June 2019</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date