

**Huntington Union Free School District  
Business Office**

**2019-2020 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 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>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Huntington Union Free School District  
Business Office**

**2019-2020 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)

<b>August 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	31

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

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Date

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Supervisor Signature

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**2019-2020 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)

<b>September 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 Schools Closed	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 Schools Closed					

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

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**2019-2020 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)

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

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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>November 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> Schools Closed	<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> Schools Closed	<b>29</b> Schools Closed	<b>30</b>

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

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Date

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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 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 Schools Closed	24 Schools Closed	25 Schools Closed	26 Schools Closed	27 Schools Closed	28
29	30 Schools Closed	31 Schools Closed				

\_\_\_\_\_  
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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)

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

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

January 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Schools Closed	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Schools Closed	21	22	23	24	25
26	27	28	29	30	31	

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For each day worked, indicate the times you worked  
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Pay Period: \_\_\_\_\_

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

<b>February 2020</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 Schools Closed	18 Schools Closed	19 Schools Closed	20 Schools Closed	21 Schools Closed	22
23	24	25	26	27	28	29

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

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

<b>March 2020</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				

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<b>April 2020</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> Schools Closed	<b>10</b> Schools Closed	<b>11</b>
<b>12</b>	<b>13</b> Schools Closed	<b>14</b> Schools Closed	<b>15</b> Schools Closed	<b>16</b> Schools Closed	<b>17</b> Schools Closed	<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>		

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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)

May 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					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 Schools Closed	26	27	28	29	30
31						

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

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

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

<b>June 2020</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>				

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

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Date

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Supervisor Signature

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Date