

**Huntington Union Free School District  
Office of the Assistant Superintendent  
Finance and Management Services**

**2011-2012 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)**

September 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 School Closed	6 Superintendent's Conf. Day	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 School Closed	30 School Closed	

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Huntington Union Free School District  
Office of the Assistant Superintendent  
Finance and Management Services**

**2011-2012 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)

October 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 School Closed	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  
Office of the Assistant Superintendent  
Finance and Management Services**

**2011-2012 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>November 2011</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 Superintendent's Conference Day	9	10	11 School Closed	12
13	14	15	16	17	18	19
20	21	22	23 School Closed	24 School Closed	25 School Closed	26
27	28	29	30			

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Huntington Union Free School District  
Office of the Assistant Superintendent  
Finance and Management Services**

**2011-2012 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>December 2011</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 School Closed	24
25	26 School Closed	27 School Closed	28 School Closed	29 School Closed	30 School Closed	31

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Huntington Union Free School District  
Office of the Assistant Superintendent  
Finance and Management Services**

**2011-2012 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)

January 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 School Closed	3	4	5	6	7
8	9	10	11	12	13	14
15	16 School Closed	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  
Office of the Assistant Superintendent  
Finance and Management Services**

**2011-2012 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>February 2012</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 School Closed	21 School Closed	22 School Closed	23 School Closed	24 School Closed	25
26	27	28	29			

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Huntington Union Free School District  
Office of the Assistant Superintendent  
Finance and Management Services**

**2011-2012 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)

March 2012						
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	26	27	28	29	30	31

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Huntington Union Free School District  
Office of the Assistant Superintendent  
Finance and Management Services**

**2011-2012 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>April 2012</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 School Closed	5 School Closed	6 School Closed	7
8	9 School Closed	10 Contingency Day	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

**Huntington Union Free School District  
Office of the Assistant Superintendent  
Finance and Management Services**

**2011-2012 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)

May 2012						
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 Contingency Day	26
27	28 School Closed	29	30	31		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Huntington Union Free School District  
Office of the Assistant Superintendent  
Finance and Management Services**

**2011-2012 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)

June 2012						
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 Last Day of School	23
24	25	26	27	28	29	30

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Huntington Union Free School District  
Office of the Assistant Superintendent  
Finance and Management Services**

**2011-2012 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)

July 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 School Closed	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  
Office of the Assistant Superintendent  
Finance and Management Services**

**2011-2012 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 2012</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