

HUNTINGTON UNION FREE SCHOOL DISTRICT
Office of the Assistant Superintendent

Finance and Management Services

WEEKLY TIME SHEET

Employee Name: _____

Pay Period: _____

Day/Date	Time In	Time Out	Time In	Time Out	Total Hours Worked	Reason for Overtime
Monday _____						
Tuesday _____						
Wednesday _____						
Thursday _____						
Friday _____						
Saturday _____						
Sunday _____						
Total Hours Worked						

Employee Signature

Supervisor Signature