

**Huntington Union Free School District
Business Office**

2020-2021 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 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
26	27	28	29	30	31	

Employee Signature

Date

Supervisor Signature

Date

**Huntington Union Free School District
Business Office**

2020-2021 Monthly Time Sheet

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 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)

August 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	26	27	28	29
30	31					

Employee Signature

Date

Supervisor Signature

Date

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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 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	26
27	28 Schools Closed	29	30			

Employee Signature

Date

Supervisor Signature

Date

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

October 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Schools Closed	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

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Pay Period: _____

Service(s) Provided: _____

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

Employee Signature

Date

Supervisor Signature

Date

**Huntington Union Free School District
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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: _____

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

Employee Signature

Date

Supervisor Signature

Date

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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 2021						
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 Schools Closed	19	20	21	22	23
24	25	26	27	28	29	30
31						

Employee Signature

Date

Supervisor Signature

Date

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Pay Period: _____

Service(s) Provided: _____

February 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Schools Closed	16 Schools Closed	17 Schools Closed	18 Schools Closed	19 Schools Closed	20
21	22	23	24	25	26	27
28						

Employee Signature

Date

Supervisor Signature

Date

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Pay Period: _____

Service(s) Provided: _____

March 2021						
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 Schools Closed	30 Schools Closed	31 Schools Closed			

Employee Signature

Date

Supervisor Signature

Date

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Pay Period: _____

Service(s) Provided: _____

April 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Schools Closed	2 Schools Closed	3
4	5 Schools Closed	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

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Pay Period: _____

Service(s) Provided: _____

May 2021						
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 Schools Closed	25	26	27	28	29
30	31					

Employee Signature

Date

Supervisor Signature

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

Pay Period: _____

Service(s) Provided: _____

June 2021						
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			

Employee Signature

Date

Supervisor Signature

Date