

**Huntington Union Free School District
Business Office**

2022-2023 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 2022						
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
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(i.e., 9:00 – 11:00 AM, 3:00 – 5:00 PM)

Pay Period: _____

Service(s) Provided: _____

August 2022						
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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September 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	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 Schools Closed	27 Schools Closed	28	29		

Employee Signature

Date

Supervisor Signature

Date

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October 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Schools Closed	6	7	8
9	10 Schools 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

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Pay Period: _____

Service(s) Provided: _____

November 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 Schools Closed	12
13	14	15	16	17	18	19
20	21	22	23 Schools Closed	24 Schools Closed	25 Schools Closed	26
27	28	29	30			

Employee Signature

Date

Supervisor Signature

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Pay Period: _____

Service(s) Provided: _____

December 2022						
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 Schools Closed	27 Schools Closed	28 Schools Closed	29 Schools Closed	30 Schools Closed	31

Employee Signature

Date

Supervisor Signature

Date

**Huntington Union Free School District
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(i.e., 9:00 – 11:00 AM, 3:00 – 5:00 PM)

Pay Period: _____

Service(s) Provided: _____

January 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Schools Closed	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Schools Closed	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Employee Signature

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Pay Period: _____

Service(s) Provided: _____

February 2023						
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 Schools Closed	21 Schools Closed	22 Schools Closed	23 Schools Closed	24 Schools Closed	25
26	27	28				

Employee Signature

Date

Supervisor Signature

Date

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

Service(s) Provided: _____

March 2023						
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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Pay Period: _____

Service(s) Provided: _____

April 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Schools Closed	4 Schools Closed	5 Schools Closed	6 Schools Closed	7 Schools Closed	8
9	10	11	12	13	14	15
16	17	18	19	20	21 Schools Closed *Contingency Day	22
23	24	25	26	27	28	29
30						

Employee Signature

Date

Supervisor Signature

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Pay Period: _____

Service(s) Provided: _____

May 2023						
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	31			

Employee Signature

Date

Supervisor Signature

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Pay Period: _____

Service(s) Provided: _____

June 2023						
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 Schools Closed	20	21	22	23	24
25	26	27	28	29	30	

Employee Signature

Date

Supervisor Signature

Date