

**Huntington Union Free School District
Business Office**

2023-2024 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 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

**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)

August 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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September 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Schools Closed	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

Employee Signature

Date

Supervisor Signature

Date

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October 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Schools Closed	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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(i.e., 9:00 - 11:00 AM, 3:00 - 5:00 PM)

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

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: _____

December 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 Schools Closed	26 Schools Closed	27 Schools Closed	28 Schools Closed	29 Schools Closed	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: _____

January 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Schools Closed	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Schools Closed	16	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 2024						
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 Schools Closed	21 Schools Closed	22 Schools Closed	23 Schools Closed	24
25	26	27	28	29		

Employee Signature

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For each day worked, indicate the times you worked
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March 2024						
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 Schools Closed	30
31						

Employee Signature

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Pay Period: _____

Service(s) Provided: _____

April 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Schools Closed	2	3	4	5	6
7	8	9	10 Schools Closed *Contingency Day	11	12	13
14	15	16	17	18	19	20
21	22 Schools Closed	23 Schools Closed	24 Schools Closed	25 Schools Closed	26 Schools Closed	27
28	29	30				

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Pay Period: _____

Service(s) Provided: _____

May 2024						
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 *Contingency Day	25
26	27 Schools Closed	28	29	30	31	

Employee Signature

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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)

June 2024						
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