

**Huntington Union Free School District
Business Office**

2025-2026 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 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 District 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
Business Office**

2025-2026 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 2025						
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 2025						
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	19	20
21	22	23 Schools Closed	24 Schools Closed	25	26	27
28	29	30				

Employee Signature

Date

Supervisor Signature

Date

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October 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Schools Closed	3	4
5	6	7	8	9	10	11
12	13 Schools Closed	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**

2025-2026 Monthly Time Sheet

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

November 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Schools Closed	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 Schools Closed	29
30						

Employee Signature

Date

Supervisor Signature

Date

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For each day worked, indicate the times you worked
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December 2025						
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 Schools Closed	27
28	29 Schools Closed	30 Schools Closed	31 Schools Closed			

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)

January 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Schools Closed	2 Schools Closed	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	31

Employee Signature

Date

Supervisor Signature

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For each day worked, indicate the times you worked
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February 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Schools Closed	17 Schools Closed	18 Schools Closed	19 Schools Closed	20 Schools Closed	21
22	23	24	25	26	27	28

Employee Signature

Date

Supervisor Signature

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2025-2026 Monthly Time Sheet

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For each day worked, indicate the times you worked
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March 2026						
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 Contingency Day	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)

April 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Schools Closed	3 Schools Closed	4
5	6 Schools Closed	7 Schools Closed	8 Schools Closed	9 Schools Closed	10 Schools Closed	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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For each day worked, indicate the times you worked
(i.e., 9:00 – 11:00 AM, 3:00 – 5:00 PM)

May 2026						
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 Contingency Day	23
24	25 Schools Closed	26	27	28	29	30
31						

Employee Signature

Date

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Service(s) Provided: _____

For each day worked, indicate the times you worked
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June 2026						
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