

**Huntington Union Free School District
Business Office**

2026-2027 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 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	23	24	25
26	27	28	29	30	31	

Employee Signature

Date

Supervisor Signature

Date

**Huntington Union Free School District
Business Office**

2026-2027 Monthly Time Sheet

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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 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
23	24	25	26	27	28	29
30	31					

Employee Signature

Date

Supervisor Signature

Date

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September 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 School Closed	5
6	7 School Closed	8	9	10	11	12
13	14	15	16	17	18	19
20	21 School Closed	22	23	24	25	26
27	28	29	30			

Employee Signature

Date

Supervisor Signature

Date

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October 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 School 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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November 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 School Closed	12	13	14
15	16	17	18	19	20	21
22	23	24	25 School Closed	26 School Closed	27 School Closed	28
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 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	23	24 School Closed	25 School Closed	26
27	28 School Closed	29 School Closed	30 School Closed	31 School Closed		

Employee Signature

Date

Supervisor Signature

Date

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January 2027						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 School Closed	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 School Closed	19	20	21	22	23
24	25	26	27	28	29	30
31						

Employee 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)

February 2027						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 School Closed	16 School Closed	17 School Closed	18 School Closed	19 School Closed	20
21	22	23	24	25	26	27
28						

Employee Signature

Date

Supervisor Signature

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For each day worked, indicate the times you worked
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March 2027						
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 Schools Closed	26 Schools Closed	27
28	29 Schools Closed	30	31			

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)

April 2027						
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	30	

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)

May 2027						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Schools Closed	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Schools Closed					

Employee Signature

Date

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Service(s) Provided: _____

For each day worked, indicate the times you worked
(i.e., 9:00 – 11:00 AM, 3:00 – 5:00 PM)

June 2027						
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