

Weekly Employee Time Sheet

VERTX42

Reference Month: 11

November 2013

Su	M	Tu	W	Th	F	Sa
					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

Overtime Options

Daily FALSE
After: Hrs

Weekly TRUE
After: Hrs

Iowa Park CISD

PO Box 898
328 E. Highway
Iowa Park, TX 76367
(940) 592-4193

Employee Name: Jonathan Clubb

Manager Name: Steve Moody

Week Starting: 11/25/2013

Must use a colon when entering times.

12:01PM

Use this area to report any time off. You'll still need to turn in an absent from duty sheet.

Day of Week	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hrs	Regular Hrs	Overtime Hrs	Sick Hrs	Holiday Hrs	Vacation Hrs
Mon 11/25	6:32 AM	11:32 AM	12:01 PM	3:02 PM	6:03 PM	9:15 PM	11.22	11.22	0.00			
Tue 11/26	6:32 AM	11:32 AM	12:01 PM	4:02 PM			9.02	9.02	0.00			
Wed 11/27	6:32 AM	11:32 AM	12:01 PM	3:02 PM			8.02	8.02	0.00			
Thu 11/28	6:32 AM	11:32 AM	12:01 PM	3:02 PM			8.02	8.02	0.00			
Fri 11/29	6:32 AM	11:32 AM	12:01 PM	3:02 PM			8.02	3.72	4.30			
Sat 11/30							0.00	0.00	0.00			
Sun 12/1							0.00	0.00	0.00			

Total Hrs: 40.00 4.30

Employee Signature _____ Date _____

Manager Signature _____ Date _____

Watch your AM & PM's they'll try and get you!