**NOTE:** USE ONE TIMESHEET PER

BOARD APROVED ITEM. (EX: SATURDAY

SCHOOL ON ONE TIMESHEET, TUTORING ON

ANOTHER TIME SHEET ETC.)

**TUBA CITY UNIFIED SCHOOL DISTRICT NO.15 TIMESHEET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME: |  | POSITION |  | CODE |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BOARD APPROVAL DATE** |  | Hourly Rate $ |  | Grant |  | Pay Period Paid |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATES WORKED W/IN 2 WEEKS PAY PERIOD | TIME IN | TIME OUT | TOTAL HOURS | DESCRIPTION of Activities Performed: |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  | TOTAL HRS: |  |  |

As the employee, I hereby certify that the above hours accurately reflect the time worked and activities worked on during this pay period.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EMPLOYEE’S SIGNATURE |  | Date |  | This timesheet is part of my Time and Effort log, under the Uniform Guidance, Sub Part F |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Principals Approval |  | Date |  | Supervisors’ Approval |  | Date |  |