## CERTIFICATED ME TEACHING TIMESHEET

EMPLOYEE NAME				ID #
STUDENT'S SCHOOL/GRADE				MONTH/YEAR_
STUDENT INITIALS				(separate timesheet per student)
DEADLINESPeriod of 1t - 10th and Period of 1th - 31st each due in the Payroll Offiday 5:00 pm next business day				
DATE TIME IN	N TIME OUT	PREP	TOTAL HRS	COMMENTS (Please do not include ans)
EmployeeSi	gnature	Date		Department/SiteSignature(if applicable) Date
Business Serv	rices Signature	Date		Account CodeF(NDOBJTRES@OALFUNGLOGMG-Y-COS)T
PAYROLL USE ONLY				
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