

*Please note new instructions on back!*  
**EMPLOYEE TIMESHEET**  
**Lebanon School District**

NAME: \_\_\_\_\_ BUDGET CODE: \_\_\_\_\_

POSITION: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

HOURLY RATE: \_\_\_\_\_

	DATE	START TIME	LUNCH BREAK	END TIME	DAILY HOURS
Saturday			_____ min.		
Sunday			_____ min.		
Monday			_____ min.		
Tuesday			_____ min.		
Wednesday			_____ min.		
Thursday			_____ min.		
Friday			_____ min.		
<b>WEEK 1 TOTAL HOURS</b>					

Saturday			_____ min.		
Sunday			_____ min.		
Monday			_____ min.		
Tuesday			_____ min.		
Wednesday			_____ min.		
Thursday			_____ min.		
Friday			_____ min.		
<b>WEEK 2 TOTAL HOURS</b>					

**TOTAL HOURS**

**APPROVED:**

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Pay week runs Saturday through Friday.

**Timesheets are due in the Payroll office, with all signatures, the Monday after payday!**

**\*\*\*ALWAYS record the ACTUAL time that you worked!!!**