

Mt. Pleasant Public Schools
BI-WEEKLY TIME SHEET

Employee Name: _____ Employee ID Number: _____

Job Title: _____ Job Code: _____

School/Building: _____ Pay Period: _____

Account # _____ Pay Rate: _____

| Date | Start Time | End Time | Lunch Time Taken | Total Hours |
|--------------|------------|----------|------------------|-------------|
| Fri | | | | |
| Sat | | | | |
| Sun | | | | |
| Mon | | | | |
| Tue | | | | |
| Wed | | | | |
| Thu | | | | |
| Weekly Total | -- | -- | -- | |

| Date | Start Time | End Time | Lunch Time Taken | Total Hours |
|--------------|------------|----------|------------------|-------------|
| Fri | | | | |
| Sat | | | | |
| Sun | | | | |
| Mon | | | | |
| Tue | | | | |
| Wed | | | | |
| Thu | | | | |
| Weekly Total | -- | -- | -- | |

TOTAL HOURS TO BE PAID =

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____