Tri-County Community School

EMPLOYEE TIME SHEET

Month of _____

Date	Regular or Contracted Work Hours Leave/Vacation/Holiday	Extra Comp/OT	Total Hours	Explanation of Extra Hours Comp-time/overtime
	In Noon Leave			

Total Accumulate Comp-Time/Overtime: _____

Both the Supervisor and Employee must sign the completed time sheet before an employee will be paid.

_____ _____

Employee signature **Date**

_____ _____

Supervisor signature **Date**