

# Vision Charter School

## Employee Time Sheet

Name: \_\_\_\_\_ Pay Period: \_\_\_\_\_

Enter in Date and Time In/Out and fill in Hours Subtotal Column

Pay Periods run the 22<sup>nd</sup> to 21<sup>st</sup> Round to closest quarter hour: 15 min - .25, 30 min - .50, 45 min - .75, 1hr - 1

DATE	TIME IN	TIME OUT	HOURS SUBTOTAL	EXTRA HOURS EXPLANATION
TOTAL				

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Administrator Signature