

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 22nd to 21st 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