

Gratiot-Isabella RESD Hourly Time Sheet

Name: _____ **Program/Dept:** _____

Position: _____ **Account Number:** _____

	Date i.e. 9/26/2008	Hours i.e. 8-12am 1-4:30pm		Total i.e. 7.5
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Sub-Total				

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This time sheet is accurate and complete. I understand that false information on this time sheet is reason for immediate discipline which may include dismissal.

H/R use only		
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Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____