

**BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303**  
**CLASSIFIED EMPLOYEE TIMESHEET**

Employee: \_\_\_\_\_  
 Location: \_\_\_\_\_

Month/Year: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Reg. Assigned Hrs/Day: \_\_\_\_\_

Date	Day	Worked Assigned Hours (Informational)	Worked Extra Hours (1.0x)	Worked Overtime (1.5x / 2.0x)	Worked As Sub	Hours Absent	Description/ Explanation	Account Code (For Admin/Office Use)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Total								<-- Total Hours

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
 My signature certifies that these are the total number of hours that I've worked this month.

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