

BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303
CLASSIFIED EMPLOYEE TIMESHEET

Employee: _____
 Location: _____

Month/Year: November 2021
 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 | M | | | | | | | |
| 2 | T | | | | | | | |
| 3 | W | | | | | | | |
| 4 | R | | | | | | | |
| 5 | F | | | | | | | |
| 6 | Sa | | | | | | | |
| 7 | Su | | | | | | | |
| 8 | M | | | | | | | |
| 9 | T | | | | | | | |
| 10 | W | | | | | | | |
| 11 | R | | | | | | | |
| 12 | F | | | | | | | |
| 13 | Sa | | | | | | | |
| 14 | Su | | | | | | | |
| 15 | M | | | | | | | |
| 16 | T | | | | | | | |
| 17 | W | | | | | | | |
| 18 | R | | | | | | | |
| 19 | F | | | | | | | |
| 20 | Sa | | | | | | | |
| 21 | Su | | | | | | | |
| 22 | M | | | | | | | |
| 23 | T | | | | | | | |
| 24 | W | | | | | | | |
| 25 | R | | | | | | | |
| 26 | F | | | | | | | |
| 27 | Sa | | | | | | | |
| 28 | Su | | | | | | | |
| 29 | M | | | | | | | |
| 30 | T | | | | | | | |
| 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 _____