

SEQUATCHIE COUNTY SCHOOLS EMPLOYEE TIME SHEET

REGULAR DAY HRS			INSERVICE HRS				TOTAL INSERVICE HRS
DATE	TIME IN	TIME OUT	AM		PM		
			IN	OUT	IN	OUT	
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 INSERVICE :

Month: _____

Position: _____

Employee Signature: _____

Supervisor Signature: _____

Previous Month Days Worked:

Current Month Days Worked:

Total: