

TIME CARD

*East Granby Public Schools
East Granby, Connecticut*

Week Start: _____

Week Ending: _____

Employee Name: _____

Student Name: _____

Allgrove Seymour Middle High Off-Site	Custodian Lunch aide Para Secretary 1:1 para	Day	Date	Time In	Lunch	Time Out	Other Hrs. Sick Personal Vacation Holiday	Total Hrs.	Office Use
School:		Monday							
School:									
School:		Tuesday							
School:									
School:		Wednesday							
School:									
School:		Thursday							
School:									
School:		Friday							
School:									
School:		Saturday							
School:		Sunday							
								Total Hrs. Worked	
								Total Other Hrs.	
								Grand Total	

Employees are responsible for the accuracy of their own time cards.

This time record was made by me, and is correct:

Employee Signature _____

Date _____

Signature of Teacher
(if applicable) _____

Date _____

Administrator Signature _____

Date _____

Maintenance Supervisor
(if applicable) _____

Date _____