

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							

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

Total Hrs. Worked		
Total Other Hrs.		
Grand Total		

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 _____