

# FRANKLIN CENTRAL SUPERVISORY UNION

Early Childhood Programs

BFA/NWTC ❖ CPSC ❖ SATEC ❖ Fairfield Center ❖ St. Albans City

## BIWEEKLY TIMESHEET

Check [where applicable, list who you replaced or student you worked with]

	Para	
	Tutor	
	Sub	
	Clerical	
	Accounting	
	Custodian	
	Food Service	
	Temp [ie;summer service]	
	Other	

Employee: \_\_\_\_\_  
Print

School: \_\_\_\_\_ Program: \_\_\_\_\_

Paid Time off Key:

Sick Personal	S P	Family Sick Comp Time	FS CT	Holiday Bereavement	H B	Vacation Duty Free Lunch	V D	Lunch Duty	L
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Date →		SUN	MON	TUES	WED	THUR	FRI	SAT			
<b>WEEK ONE</b>	In										
	Out										
	In										
	Out										
	Hours Worked										Hours Worked
	Paid Time off Per Key										Paid Time off
	Total Paid Time										Total Paid Time
	* Extra Duty [BFA only]										Total Extra Time
Account Codes / Rate?											
Other Paid Time (Lunch Duty)											

Date →		SUN	MON	TUES	WED	THUR	FRI	SAT			
<b>WEEK TWO</b>	In										
	Out										
	In										
	Out										
	Hours Worked										Hours Worked
	Paid Time off Per Key										Paid Time off
	Total Paid Time										Total Paid Time
	* Extra Duty [BFA only]										Total Extra Time
Account Codes / Rate?											
Other Paid Time (Lunch Duty)											

Supervisor/Office Use Only

\* Use this space to report time outside of your regularly scheduled duties. [ie; you are scheduled to work 180 days and this isn't one of them]

Note: We realize you may work with multiple students, even perform multiple jobs all in the same day or week. Make notes on your timesheet as necessary to notify the Payroll Agent what duty was being performed and when.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_