



FRANKLIN CENTRAL SUPERVISORY UNION

BIWEEKLY TIMESHEET

ECP - BFA/NWTC - CPSC - SATEC - Fairfield Center - St. Albans City

Check One

<input type="checkbox"/>	Para
<input type="checkbox"/>	Tutor
<input type="checkbox"/>	Sub
<input type="checkbox"/>	Clerical
<input type="checkbox"/>	Accounting
<input type="checkbox"/>	Custodian
<input type="checkbox"/>	Food Service
<input type="checkbox"/>	

Employee: _____
Please Print

School: _____ Program: _____

Paid Time Off Key: *Don't forget to get approval!*

Sick=S Family Sick=FS Holiday=H Vacation=V LunchDuty=LD Personal=P
Prof. Dev=PD Comp Time=CT Bereavement=B Duty Free Lunch=DFL

Entries of paid time off **MUST** have corresponding Leave Key entry

Date	SUN	MON	TUES	WED	THUR	FRI	SAT		
	In								
Out									
In									
Out									
Hours Worked									Hours Worked
Hours of Paid time off									Paid Time Off
Total Paid Time									Total Paid Time
* Extra Duty									Total Extra Time
Leave Key									

Date	SUN	MON	TUES	WED	THUR	FRI	SAT		
	In								
Out									
In									
Out									
Hours Worked									Hours Worked
Hours of Paid time off									Paid Time Off
Total Paid Time									Total Paid Time
* Extra Duty									Total Extra Time
Leave Key									

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 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: _____