

Batesville Community School Corporation Staff Time and Attendance Sheet

Name _____ Location _____ Position _____

(Tutoring, Homebound, Special Ed, Friday hours)

Employee ID# _____

Week #1

Day	Date	AM In	AM Out	PM In	PM Out	Hours Worked
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						
<u>Totals</u>						

Week #2

Day	Date	AM In	AM Out	PM In	PM Out	Hours Worked
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						
<u>Totals</u>						

Grand Total

Paid Hours

Employee: _____

Verified: _____

Supervisor: _____