

Batesville Community School Corporation Staff Time and Attendance Sheet

Name _____ Location _____ Position _____

Week # 1

| Day | Date | AM In | AM Out | PM In | PM Out | Hours Worked | Paid Time Off | Comp Hours Used | Code |
|---------------|------|-------|--------|-------|--------|--------------|---------------|-----------------|------|
| Mon | | | | | | | | | |
| Tues | | | | | | | | | |
| Wed | | | | | | | | | |
| Thurs | | | | | | | | | |
| Fri | | | | | | | | | |
| Sat | | | | | | | | | |
| Sun | | | | | | | | | |
| Totals | | | | | | | | | |

Week # 1 Total

Paid Hours

Week # 2

| Day | Date | AM In | AM Out | PM In | PM Out | Hours Worked | Paid Time Off | Comp Hours Used | Code |
|---------------|------|-------|--------|-------|--------|--------------|---------------|-----------------|------|
| Mon | | | | | | | | | |
| Tues | | | | | | | | | |
| Wed | | | | | | | | | |
| Thurs | | | | | | | | | |
| Fri | | | | | | | | | |
| Sat | | | | | | | | | |
| Sun | | | | | | | | | |
| Totals | | | | | | | | | |

Week # 2 Total

Paid Hours

| | | | |
|------------------|-----------------------|-------------------|--------------------|
| Codes: | | | |
| C – Comp Time | H – Holiday | V – Vacation | I – Illness |
| D – Family Death | L – Leave Without Pay | P – Personal Time | F – Family Illness |
| T – Trade Time | J – Jury Duty | | |

Grand Total

Paid Hours

Employee: _____

Verified: _____

Supervisor: _____