

**MIAMI TRACE LOCAL SCHOOL DISTRICT**  
**Timesheet**

**Note: Employees are to use the automated time clock systems. Paper time sheets are only to be used with the prior approval of the Treasurer's Department.**

Employee \_\_\_\_\_ Position \_\_\_\_\_

Period Beginning \_\_\_\_\_ Ending \_\_\_\_\_

DATE	IN	OUT	IN	OUT	IN	OUT	Total Reg Hrs.	Hrs. Beyond Reg. Day
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

**Total Hours for Week** \_\_\_\_\_

Employee Signature \_\_\_\_\_

Approved by Supervisor \_\_\_\_\_

The employee should record on the actual time he/she begins work as well as when he/she quits, under the "IN" and "OUT" columns. Employees who work beyond their regularly scheduled day or week must have prior approval from their supervisors except in cases of emergencies. The hours reported under "HRS. BEYOND REGULAR DAY" must be described in writing on the back of sheet giving the date and time work is performed, description of work and for what organization or supervisor it is performed.