

**EAST PRAIRIE R-2
MONTHLY TIME SHEET**

EMPLOYEE:
BUILDING:

JOB TITLE:
MONTH:

WEEK 1	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time In							
Time Out							
Total Time							

WEEK 2	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time In							
Time Out							
Total Time							

WEEK 3	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time In							
Time Out							
Total Time							

WEEK 4	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time In							
Time Out							
Total Time							

WEEK 5	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time In							
Time Out							
Total Time							

Summary	
Total Hours	
Hourly Rate	
Total	

****REMINDER: TIME SHEETS ARE DUE THE 1ST OF EACH MONTH.**