

NOTE: Timesheet must include: a brief *description/reason for being submitted, as well Building Supervisor's signature.
 If this information is **not** provided, pay will **not** be processed and timesheet returned to employee.
 *or a Memorandum of Understanding has been completed

ORLEANS SOUTHWEST SUPERVISORY UNION
 PO Box 338 - Hardwick, Vermont 05843

EMPLOYEE TIMESHEET

 Print Name of Employee

 Employee's signature

Purpose for submitting Timesheet

Date(s):	(Mo/Day/Year)	Hours:
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

TOTAL HOURS THIS WEEK _____

	(Mo/Day/Year)	
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

TOTAL HOURS THIS WEEK _____

BUILDING APPROVAL – Administrator must complete both #1 and #2

#1 Account/Fund for Payment #2 **Authorized Signature**

OSSU
 Rec'd at central office on: _____ Payroll Dept: _____

TOTAL HOURS (both weeks) _____ x _____ = \$ _____