

**MILAN COMMUNITY SCHOOLS**  
**CERTIFIED EMPLOYEE TIMESHEET FOR EXTRA WORK**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

	<i>Date</i>	<i>Activity</i>	<i>Start Time</i>	<i>End Time</i>	<i>Hrs./Mins.</i>
<i>Week #1:</i>					
MON	_____	_____	_____	_____	_____
TUE	_____	_____	_____	_____	_____
WED	_____	_____	_____	_____	_____
THU	_____	_____	_____	_____	_____
FRI	_____	_____	_____	_____	_____
SAT	_____	_____	_____	_____	_____
<i>Week #2:</i>					
MON	_____	_____	_____	_____	_____
TUE	_____	_____	_____	_____	_____
WED	_____	_____	_____	_____	_____
THU	_____	_____	_____	_____	_____
FRI	_____	_____	_____	_____	_____
SAT	_____	_____	_____	_____	_____

Total hours/minutes worked: \_\_\_\_\_

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

\_\_\_\_\_  
Principal Signature

**This form is to be submitted once every two weeks on the Monday before payday.**