

Alachua County Public Schools  
Payroll Department  
**Daily Time Sheet for Employees**

School/Department: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Week of:																						Total Hours	
Date	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	<i>Do not include lunch period</i>	
In																							
Out																							
In																							
Out																							
<b>Total</b>																							

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Week of:																						Total Hours	
Date	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	<i>Do not include lunch period</i>	
In																							
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Out																							
<b>Total</b>																							