

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																							
Total																							

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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Total																							