

(PLEASE DO NOT STAPLE OR FOLD)

Knox County Educational Service Center, 308 Martinsburg Road, Mt. Vernon, OH 43050

**TIME SHEET FOR HOURLY EMPLOYEES
DATES DUE TO TREASURER**

September 7, 2007	September 21, 2007	October 5, 2007	October 23, 2007	November 9, 2007
November 20, 2007	December 7, 2007	December 18, 2007	January 8, 2008	January 22, 2008
February 8, 2008	February 22, 2008	March 7, 2008	March 18, 2008	April 8, 2008
April 22, 2008	May 9, 2008	May 23, 2008	June 6, 2008	June 23, 2008
July 8, 2008	July 23, 2008	August 8, 2008	August 22, 2008	

Time sheets must be sent to treasurer in the courier, hand delivered, or faxed to 393-6812 by the date listed above.

NAME: _____ MONTH: _____

DATE	One-on-One Aides, Write Name of Student; Substitutes, Write Name of Teacher or Aide	Regular Hours Worked (Include lunch time only if required to stay with student)	Additional Hours	Reason for Additional Hours	Principal Initials	TOTAL HOURS

EMPLOYEE SIGNATURE _____ DATE _____ TOTAL HOURS _____

ADMINISTRATOR'S SIGNATURE _____ DATE _____

