(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 8, 2009	September 22, 2009	October 9, 2009	October 23, 2009	November 6, 2009
November 20, 2009	December 8, 2009	December 22, 2009	January 8, 2010	January 22, 2010
February 5, 2010	February 19, 2010	March 5, 2010	March 23, 2010	April 9, 2010
April 23, 2010	May 7, 2010	May 21, 2010	June 8, 2010	June 22, 2010
July 8, 2010	July 23, 2010	August 6, 2010	August 24, 2010	

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

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'S SIGNATURE _____ *DATE* _____ *TOTAL HOURS* _____

*PLEASE PRINT NAME*_____ *PHONE #*_____ *MONTH*_____

ADMINISTRATOR'S SIGNATURE _____ *DATE*_____

Revised 6/25/2009