

# 21st Century Timesheet

Employee \_\_\_\_\_

School \_\_\_\_\_

Week Beginning \_\_\_\_\_ Week Ending \_\_\_\_\_

## ORANGE BOARD OF EDUCATION

Attn:  
Payroll Department

637 Orange Center Road  
Orange, CT 06477  
203-891-8020 x 1211  
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DATE	DAY	AM TIME IN	AM TIME OUT	TOTAL MORNING	DAY	PM TIME IN	PM TIME OUT	TOTAL AFTERNOON	
	MONDAY				MONDAY				
	TUESDAY				TUESDAY				
	WEDNESDAY				WEDNESDAY				
	THURSDAY				THURSDAY				
	FRIDAY				FRIDAY				
		<b>WEEK 1 - TOTAL MORNING HOURS</b>				<b>WEEK 1 - TOTAL AFTERNOON HOURS</b>			
	MONDAY				MONDAY				
	TUESDAY				TUESDAY				
	WEDNESDAY				WEDNESDAY				
	THURSDAY				THURSDAY				
	FRIDAY				FRIDAY				
		<b>WEEK 2 - TOTAL MORNING HOURS</b>				<b>WEEK 2 - TOTAL AFTERNOON HOURS</b>			
									<b>AM/PM TOTAL</b>
<b>TOTAL MORNING HOURS</b>					<b>TOTAL AFTERNOON HOURS</b>				

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

Site Manager Signature \_\_\_\_\_