

Food Services Timesheet

ORANGE BOARD OF EDUCATION

Employee: _____

Attn: Payroll Department

637 Orange Center Road
Orange, CT 06477
Phone: 203-891-8020 x 1211
Fax: 203-891-8025
Email: abooth@orange-ed.org

School: _____ Week Beginning: _____ Week Ending: _____

		Regular Hours			Manager Sub Hours			Overtime Hours				
Date	Day of Week	Time In	Time Out	Total Regular	Time In	Time Out	Total Manager Sub	Time In	Time Out	Total Overtime	Description (PTA or PD event, etc)	
	Sunday											
	Monday											
	Tuesday											
	Wednesday											
	Thursday											
	Friday											
	Saturday											
WEEK 1 - TOTAL HOURS					TOTAL HOURS				TOTAL HOURS			
	Sunday											
	Monday											
	Tuesday											
	Wednesday											
	Thursday											
	Friday											
	Saturday											
WEEK 2 - TOTAL HOURS					TOTAL HOURS				TOTAL HOURS			
PAY PERIOD TOTAL HOURS					TOTAL HOURS				TOTAL HOURS			

Employee Signature: _____

Manager Signature: _____

Food Services Director: _____