

School Security Officer Timesheet

ORANGE BOARD OF EDUCATION

EMPLOYEE _____

SCHOOL _____

Week Beginning _____ Week Ending _____

BUSINESS MANAGER SIGNATURE _____

REGULAR HOURS TIME OFF HOURS OTHER/EVENT HOURS												
DAY	DATE	TIME IN	TIME OUT	TOTAL REGULAR HOURS	TOTAL HOLIDAY HOURS	PAID TIME OFF HOURS	UNPAID TIME OFF HOURS	TIME IN	TIME OUT	TOTAL OTHER HOURS	DESCRIPTION	TOTAL HOURS
SUNDAY												
MONDAY												
TUESDAY												
WEDNESDAY												
THURSDAY												
FRIDAY												
SATURDAY												
WEEK 1—TOTAL HOURS												
SUNDAY												
MONDAY												
TUESDAY												
WEDNESDAY												
THURSDAY												
FRIDAY												
SATURDAY												
WEEK 2—TOTAL HOURS												
TOTAL PAY PERIOD HOURS												

EMPLOYEE SIGNATURE _____

PRINCIPAL SIGNATURE _____