

# Security Monitor 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	SICK TIME HOURS	PERSONAL TIME HOURS	TIME IN	TIME OUT	TOTAL OTHER HOURS	DESCRIPTION	TOTAL HOURS
SUNDAY												
MONDAY												
TUESDAY												
WEDNESDAY												
THURSDAY												
FRIDAY												
SATURDAY												
<b>WEEK 1—TOTAL HOURS</b>												
SUNDAY												
MONDAY												
TUESDAY												
WEDNESDAY												
THURSDAY												
FRIDAY												
SATURDAY												
<b>WEEK 2—TOTAL HOURS</b>												
<b>TOTAL PAY PERIOD HOURS</b>												

EMPLOYEE SIGNATURE \_\_\_\_\_

PRINCIPAL SIGNATURE \_\_\_\_\_