

Sheridan School District 48J
2023-2024 Time Sheet
**** EXTRA DUTY ****

Employee Name – Print

Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Project or Grant	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat						
Sun						
M						
Tu						
W						
Th						
F						
Sat						
Sun						
M						
Tu						
W						
Th						
F						
Sat						
Sun						
M						
Tu						
W						
Th						
F						
Sat						
Sun						
M						
Tu						
W						
Th						
F						
Sat						
Sun						
M						
Tu						
W						
Th						
F						
TOTAL HOURS						

Time Sheet Schedule		
Cut-off Date	Due to DO	Pay Date
Jul 14	Jul 18	Jul 25
Aug 15	Aug 17	Aug 25
Sep 15	Sep 18	Sep 25
Oct 13	Oct 18	Oct 25
Nov 15	Nov 16	Nov 22
Dec 15	Dec 18	Dec 22
Jan 15	Jan 18	Jan 25
Feb 15	Feb 19	Feb 23
Mar 15	Mar 18	Mar 22
Apr 15	Apr 18	Apr 25
May 15	May 17	May 24
Jun 14	Jun 18	Jun 25
Summer Checks		
July		Jul 25
August		Aug 25

Leave Codes:
AP = Approved Leave
BR = Bereavement
CM = Comp Time Leave
EM = Emergency Leave
EX = Extreme Family Illness Leave
FL = OFLA/FMLA/PLO
FT = Field Trip
FX = Flex Time
H = Paid Holiday
JD = Jury Duty
MU = Leave Without Pay
NC = Non-Contract Leave
PL = Personal Leave
PR = Professional Leave
SC = School Closure
SL = Sick Leave
VC = Vacation

NOTES:

SUPERVISOR:

Supervisor's Signature of Approval

Date

Sheridan School District 48J

2023-2024 Time Sheet

Employee Name – Print

Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat							
Sun							
M							
Tu							
W							
Th							
F							
Sat							
Sun							
M							
Tu							
W							
Th							
F							
Sat							
Sun							
M							
Tu							
W							
Th							
F							
Sat							
Sun							
M							
Tu							
W							
Th							
F							
Sat							
Sun							
M							
Tu							
W							
Th							
F							
Sat							
Sun							
M							
Tu							
W							
Th							
F							
TOTAL HOURS							

Time Sheet Schedule

Cut-off Date	Due to DO	Pay Date
Jul 14	Jul 18	Jul 25
Aug 15	Aug 17	Aug 25
Sep 15	Sep 18	Sep 25
Oct 13	Oct 18	Oct 25
Nov 15	Nov 16	Nov 22
Dec 15	Dec 18	Dec 22
Jan 15	Jan 18	Jan 25
Feb 15	Feb 19	Feb 23
Mar 15	Mar 18	Mar 22
Apr 15	Apr 18	Apr 25
May 15	May 17	May 24
Jun 14	Jun 18	Jun 25
Summer Checks		
July		Jul 25
August		Aug 25

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 PL = Personal Leave
 PR = Professional Leave
 SC = School Closure
 SL = Sick Leave
 VC = Vacation

NOTES:

SUPERVISOR:

Supervisor's Signature of Approval

Date

Sheridan School District 48J

2023-2024 Time Sheet

Employee Name – Print

Jul 17 - Aug 15
Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat							
Sun							
M	Jul 17, 2023						
Tu	Jul 18, 2023						
W	Jul 19, 2023						
Th	Jul 20, 2023						
F	Jul 21, 2023						
Sat							
Sun							
M	Jul 24, 2023						
Tu	Jul 25, 2023						
W	Jul 26, 2023						
Th	Jul 27, 2023						
F	Jul 28, 2023						
Sat							
Sun							
M	Jul 31, 2023						
Tu	Aug 1, 2023						
W	Aug 2, 2023						
Th	Aug 3, 2023						
F	Aug 4, 2023						
Sat							
Sun							
M	Aug 7, 2023						
Tu	Aug 8, 2023						
W	Aug 9, 2023						
Th	Aug 10, 2023						
F	Aug 11, 2023						
Sat							
Sun							
M	Aug 14, 2023						
Tu	Aug 15, 2023						
W							
Th							
F							
TOTAL HOURS							

Time Sheet Schedule		
Cut-off Date	Due to DO	Pay Date
Jul 14	Jul 18	Jul 25
Aug 15	Aug 17	Aug 25
Sep 15	Sep 18	Sep 25
Oct 13	Oct 18	Oct 25
Nov 15	Nov 16	Nov 22
Dec 15	Dec 18	Dec 22
Jan 15	Jan 18	Jan 25
Feb 15	Feb 19	Feb 23
Mar 15	Mar 18	Mar 22
Apr 15	Apr 18	Apr 25
May 15	May 17	May 24
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July		Jul 25
August		Aug 25

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 SL = Sick Leave
 VC = Vacation

NOTES:

SUPERVISOR:

Supervisor's Signature of Approval

Date

Sheridan School District 48J

2023-2024 Time Sheet

Aug 16 - Sep 15

Employee Name – Print

Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat							
Sun							
M							
Tu							
W	Aug 16, 2023						
Th	Aug 17, 2023						
F	Aug 18, 2023						
Sat							
Sun							
M	Aug 21, 2023						
Tu	Aug 22, 2023						
W	Aug 23, 2023						
Th	Aug 24, 2023						
F	Aug 25, 2023						
Sat							
Sun							
M	Aug 28, 2023						
Tu	Aug 29, 2023						
W	Aug 30, 2023						
Th	Aug 31, 2023						
F	Sep 1, 2023						
Sat							
Sun							
M	Sep 4, 2023						
Tu	Sep 5, 2023						
W	Sep 6, 2023						
Th	Sep 7, 2023						
F	Sep 8, 2023						
Sat							
Sun							
M	Sep 11, 2023						
Tu	Sep 12, 2023						
W	Sep 13, 2023						
Th	Sep 14, 2023						
F	Sep 15, 2023						
TOTAL HOURS							

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Aug 15	Aug 17	Aug 25
Sep 15	Sep 18	Sep 25
Oct 13	Oct 18	Oct 25
Nov 15	Nov 16	Nov 22
Dec 15	Dec 18	Dec 22
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Feb 15	Feb 19	Feb 23
Mar 15	Mar 18	Mar 22
Apr 15	Apr 18	Apr 25
May 15	May 17	May 24
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Summer Checks		
July		Jul 25
August		Aug 25

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PL = Personal Leave
PR = Professional Leave
SC = School Closure
SL = Sick Leave
VC = Vacation

NOTES:

SUPERVISOR:

Supervisor's Signature of Approval

Date

Sheridan School District 48J

2023-2024 Time Sheet

Employee Name – Print

Sep 18 - Oct 13
Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat							
Sun							
M	Sep 18, 2023						
Tu	Sep 19, 2023						
W	Sep 20, 2023						
Th	Sep 21, 2023						
F	Sep 22, 2023						
Sat							
Sun							
M	Sep 25, 2023						
Tu	Sep 26, 2023						
W	Sep 27, 2023						
Th	Sep 28, 2023						
F	Sep 29, 2023						
Sat							
Sun							
M	Oct 2, 2023						
Tu	Oct 3, 2023						
W	Oct 4, 2023						
Th	Oct 5, 2023						
F	Oct 6, 2023						
Sat							
Sun							
M	Oct 9, 2023						
Tu	Oct 10, 2023						
W	Oct 11, 2023						
Th	Oct 12, 2023						
F	Oct 13, 2023						
Sat							
Sun							
M							
Tu							
W							
Th							
F							
TOTAL HOURS							

Time Sheet Schedule		
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Aug 15	Aug 17	Aug 25
Sep 15	Sep 18	Sep 25
Oct 13	Oct 18	Oct 25
Nov 15	Nov 16	Nov 22
Dec 15	Dec 18	Dec 22
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Feb 15	Feb 19	Feb 23
Mar 15	Mar 18	Mar 22
Apr 15	Apr 18	Apr 25
May 15	May 17	May 24
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Summer Checks		
July		Jul 25
August		Aug 25

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NOTES:

SUPERVISOR:

Supervisor's Signature of Approval

Date

Sheridan School District 48J

2023-2024 Time Sheet

Employee Name – Print

Oct 16 - Nov 15
Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat							
Sun							
M	Oct 16, 2023						
Tu	Oct 17, 2023						
W	Oct 18, 2023						
Th	Oct 19, 2023						
F	Oct 20, 2023						
Sat							
Sun							
M	Oct 23, 2023						
Tu	Oct 24, 2023						
W	Oct 25, 2023						
Th	Oct 26, 2023						
F	Oct 27, 2023						
Sat							
Sun							
M	Oct 30, 2023						
Tu	Oct 31, 2023						
W	Nov 1, 2023						
Th	Nov 2, 2023						
F	Nov 3, 2023						
Sat							
Sun							
M	Nov 6, 2023						
Tu	Nov 7, 2023						
W	Nov 8, 2023						
Th	Nov 9, 2023						
F	Nov 10, 2023						
Sat							
Sun							
M	Nov 13, 2023						
Tu	Nov 14, 2023						
W	Nov 15, 2023						
Th							
F							
TOTAL HOURS							

Time Sheet Schedule		
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Jul 14	Jul 18	Jul 25
Aug 15	Aug 17	Aug 25
Sep 15	Sep 18	Sep 25
Oct 13	Oct 18	Oct 25
Nov 15	Nov 16	Nov 22
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August		Aug 25

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NOTES:

SUPERVISOR:

Supervisor's Signature of Approval

Date

Sheridan School District 48J

2023-2024 Time Sheet

Employee Name – Print

Nov 16 - Dec 15
Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat							
Sun							
M							
Tu							
W							
Th	Nov 16, 2023						
F	Nov 17, 2023						
Sat							
Sun							
M	Nov 20, 2023						
Tu	Nov 21, 2023						
W	Nov 22, 2023						
Th	Nov 23, 2023						
F	Nov 24, 2023						
Sat							
Sun							
M	Nov 27, 2023						
Tu	Nov 28, 2023						
W	Nov 29, 2023						
Th	Nov 30, 2023						
F	Dec 1, 2023						
Sat							
Sun							
M	Dec 4, 2023						
Tu	Dec 5, 2023						
W	Dec 6, 2023						
Th	Dec 7, 2023						
F	Dec 8, 2023						
Sat							
Sun							
M	Dec 11, 2023						
Tu	Dec 12, 2023						
W	Dec 13, 2023						
Th	Dec 14, 2023						
F	Dec 15, 2023						
TOTAL HOURS							

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NOTES:

SUPERVISOR:

Supervisor's Signature of Approval

Date

Sheridan School District 48J

2023-2024 Time Sheet

Employee Name – Print

Dec 18 - Jan 15
Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat							
Sun							
M	Dec 18, 2023						
Tu	Dec 19, 2023						
W	Dec 20, 2023						
Th	Dec 21, 2023						
F	Dec 22, 2023						
Sat							
Sun							
M	Dec 25, 2023						
Tu	Dec 26, 2023						
W	Dec 27, 2023						
Th	Dec 28, 2023						
F	Dec 29, 2023						
Sat							
Sun							
M	Jan 1, 2024						
Tu	Jan 2, 2024						
W	Jan 3, 2024						
Th	Jan 4, 2024						
F	Jan 5, 2024						
Sat							
Sun							
M	Jan 8, 2024						
Tu	Jan 9, 2024						
W	Jan 10, 2024						
Th	Jan 11, 2024						
F	Jan 12, 2024						
Sat							
Sun							
M	Jan 15, 2024						
Tu							
W							
Th							
F							
TOTAL HOURS							

Time Sheet Schedule		
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SL = Sick Leave
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NOTES:	SUPERVISOR:
	Supervisor's Signature of Approval Date

Sheridan School District 48J
2023-2024 Time Sheet

Employee Name – Print

Jan 16 - Feb 15
Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat							
Sun							
M							
Tu	Jan 16, 2024						
W	Jan 17, 2024						
Th	Jan 18, 2024						
F	Jan 19, 2024						
Sat							
Sun							
M	Jan 22, 2024						
Tu	Jan 23, 2024						
W	Jan 24, 2024						
Th	Jan 25, 2024						
F	Jan 26, 2024						
Sat							
Sun							
M	Jan 29, 2024						
Tu	Jan 30, 2024						
W	Jan 31, 2024						
Th	Feb 1, 2024						
F	Feb 2, 2024						
Sat							
Sun							
M	Feb 5, 2024						
Tu	Feb 6, 2024						
W	Feb 7, 2024						
Th	Feb 8, 2024						
F	Feb 9, 2024						
Sat							
Sun							
M	Feb 12, 2024						
Tu	Feb 13, 2024						
W	Feb 14, 2024						
Th	Feb 15, 2024						
F							
TOTAL HOURS							

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Jul 14	Jul 18	Jul 25
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NOTES:

SUPERVISOR:

Supervisor's Signature of Approval

Date

Sheridan School District 48J
2023-2024 Time Sheet

Employee Name – Print

Feb 16 - Mar 15
Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat							
Sun							
M							
Tu							
W							
Th							
F	Feb 16, 2024						
Sat							
Sun							
M	Feb 19, 2024						
Tu	Feb 20, 2024						
W	Feb 21, 2024						
Th	Feb 22, 2024						
F	Feb 23, 2024						
Sat							
Sun							
M	Feb 26, 2024						
Tu	Feb 27, 2024						
W	Feb 28, 2024						
Th	Feb 29, 2024						
F	Mar 1, 2024						
Sat							
Sun							
M	Mar 4, 2024						
Tu	Mar 5, 2024						
W	Mar 6, 2024						
Th	Mar 7, 2024						
F	Mar 8, 2024						
Sat							
Sun							
M	Mar 11, 2024						
Tu	Mar 12, 2024						
W	Mar 13, 2024						
Th	Mar 14, 2024						
F	Mar 15, 2024						
TOTAL HOURS							

Time Sheet Schedule		
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NOTES:	SUPERVISOR:
	Supervisor's Signature of Approval Date

Sheridan School District 48J
2023-2024 Time Sheet

Employee Name – Print

Mar 18 - Apr 15
Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat							
Sun							
M	Mar 18, 2024						
Tu	Mar 19, 2024						
W	Mar 20, 2024						
Th	Mar 21, 2024						
F	Mar 22, 2024						
Sat							
Sun							
M	Mar 25, 2024						
Tu	Mar 26, 2024						
W	Mar 27, 2024						
Th	Mar 28, 2024						
F	Mar 29, 2024						
Sat							
Sun							
M	Apr 1, 2024						
Tu	Apr 2, 2024						
W	Apr 3, 2024						
Th	Apr 4, 2024						
F	Apr 5, 2024						
Sat							
Sun							
M	Apr 8, 2024						
Tu	Apr 9, 2024						
W	Apr 10, 2024						
Th	Apr 11, 2024						
F	Apr 12, 2024						
Sat							
Sun							
M	Apr 15, 2024						
Tu							
W							
Th							
F							
TOTAL HOURS							

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NOTES:

SUPERVISOR:

Supervisor's Signature of Approval

Date

Sheridan School District 48J

2023-2024 Time Sheet

Employee Name – Print

Apr 16 - May 15
Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat							
Sun							
M							
Tu	Apr 16, 2024						
W	Apr 17, 2024						
Th	Apr 18, 2024						
F	Apr 19, 2024						
Sat							
Sun							
M	Apr 22, 2024						
Tu	Apr 23, 2024						
W	Apr 24, 2024						
Th	Apr 25, 2024						
F	Apr 26, 2024						
Sat							
Sun							
M	Apr 29, 2024						
Tu	Apr 30, 2024						
W	May 1, 2024						
Th	May 2, 2024						
F	May 3, 2024						
Sat							
Sun							
M	May 6, 2024						
Tu	May 7, 2024						
W	May 8, 2024						
Th	May 9, 2024						
F	May 10, 2024						
Sat							
Sun							
M	May 13, 2024						
Tu	May 14, 2024						
W	May 15, 2024						
Th							
F							
TOTAL HOURS							

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Nov 15	Nov 16	Nov 22
Dec 15	Dec 18	Dec 22
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Feb 15	Feb 19	Feb 23
Mar 15	Mar 18	Mar 22
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May 15	May 17	May 24
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NOTES:

SUPERVISOR:

Supervisor's Signature of Approval

Date

Sheridan School District 48J
2023-2024 Time Sheet

Employee Name – Print

May 16 - Jun 14
Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat							
Sun							
M							
Tu							
W							
Th	May 16, 2024						
F	May 17, 2024						
Sat							
Sun							
M	May 20, 2024						
Tu	May 21, 2024						
W	May 22, 2024						
Th	May 23, 2024						
F	May 24, 2024						
Sat							
Sun							
M	May 27, 2024						
Tu	May 28, 2024						
W	May 29, 2024						
Th	May 30, 2024						
F	May 31, 2024						
Sat							
Sun							
M	Jun 3, 2024						
Tu	Jun 4, 2024						
W	Jun 5, 2024						
Th	Jun 6, 2024						
F	Jun 7, 2024						
Sat							
Sun							
M	Jun 10, 2024						
Tu	Jun 11, 2024						
W	Jun 12, 2024						
Th	Jun 13, 2024						
F	Jun 14, 2024						
TOTAL HOURS							

Time Sheet Schedule		
Cut-off Date	Due to DO	Pay Date
Jul 14	Jul 18	Jul 25
Aug 15	Aug 17	Aug 25
Sep 15	Sep 18	Sep 25
Oct 13	Oct 18	Oct 25
Nov 15	Nov 16	Nov 22
Dec 15	Dec 18	Dec 22
Jan 15	Jan 18	Jan 25
Feb 15	Feb 19	Feb 23
Mar 15	Mar 18	Mar 22
Apr 15	Apr 18	Apr 25
May 15	May 17	May 24
Jun 14	Jun 18	Jun 25
Summer Checks		
July		Jul 25
August		Aug 23
Leave Codes: AP = Approved Leave BR = Bereavement CM = Comp Time Leave EM = Emergency Leave EX = Extreme Family Illness Leave FL = OFLA/FMLA/PLO FT = Field Trip FX = Flex Time H = Paid Holiday JD = Jury Duty MU = Leave Without Pay NC = Non-Contract Leave PL = Personal Leave PR = Professional Leave SC = School Closure SL = Sick Leave VC = Vacation		

NOTES:	SUPERVISOR:
	Supervisor's Signature of Approval Date

Sheridan School District 48J

2023-2024 Time Sheet

Employee Name – Print

Jun 17 - Jun 28

Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat							
Sun							
M							
Tu							
W							
Th							
F							
Sat							
Sun							
M	Jun 17, 2024						
Tu	Jun 18, 2024						
W	Jun 19, 2024						
Th	Jun 20, 2024						
F	Jun 21, 2024						
Sat							
Sun							
M	Jun 24, 2024						
Tu	Jun 25, 2024						
W	Jun 26, 2024						
Th	Jun 27, 2024						
F	Jun 28, 2024						
Sat							
Sun							
M							
Tu							
W							
Th							
F							
Sat							
Sun							
M							
Tu							
W							
Th							
F							
Sat							
Sun							
M							
Tu							
W							
Th							
F							
TOTAL HOURS							

Time Sheet Schedule		
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Sep 15	Sep 18	Sep 25
Oct 13	Oct 18	Oct 25
Nov 15	Nov 16	Nov 22
Dec 15	Dec 18	Dec 22
Jan 15	Jan 18	Jan 25
Feb 15	Feb 19	Feb 23
Mar 15	Mar 18	Mar 22
Apr 15	Apr 18	Apr 25
May 15	May 17	May 24
Jun 14	Jun 18	Jun 25
Summer Checks		
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SL = Sick Leave
VC = Vacation

NOTES:	SUPERVISOR:
	Supervisor's Signature of Approval
	Date