

SEVASTOPOL SCHOOL
TIME AND WORK RECORD

Pay Period _____

Name _____

Day/Date	Hours		Daily Hours	Type of Work/Leave/Holiday
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
WEEK 1 TOTAL				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
WEEK 2 TOTAL				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
WEEK 3 TOTAL				
TOTAL FOR PAY PERIOD				

NOTE: THE THIRD WEEK IS ONLY USED WHEN THERE IS A THREE WEEK PAY PERIOD.