

BELLEFONTE AREA SCHOOL DISTRICT

Detention
Hall Duty/Bus Duty

Night School
Driver's Ed

Meetings-IEP, CST, Etc.

\$32.00 per hour

Timesheet Due Biweekly

\$12.00 per hour for Intramural Sports

Name: _____

BLDG _____

Please make sure to give a legible explanation as to what additional duty you performed

Day	Date	Type of Duty	Start Time AM/PM	Stop Time AM/PM	Minutes Worked
SUN					
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					
MON					
TUE					
WED					
THU					
FRI					
SAT					
Total Hours Worked					-

Employee Signature: _____ (No Electronic Signatures)

_____ Date

Principal Signature: _____

_____ Date

Other Authorizations (if necessary) _____

_____ Date

This form must be completed in INK. White-out (correction fluid) is not permitted.
Please fill in each line separately with total minutes worked, the time sheet will calculate the total hours.
No arrows or "dittos" please.