



Manchester Essex Regional School District
Time Sheet

Employee Name (Printed): _____

Payroll Period: _____

School Name: _____

Today's Date: _____

Week 1	Date	Start Time	End Time	Reg. Hours	Overtime	Overtime Description
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Week 1 Total: _____

Week 2	Date	Start Time	End Time	Reg. Hours	Overtime	Overtime Description
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Week 2 Total: _____

Pay Period Total: _____

Employee Signature: _____

Principal/Advisor Signature: _____