



## Blackville-Hilda Public Schools Barnwell County #19 Time Record

Employee Name: \_\_\_\_\_

Program: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

\*Timesheets must be turned in to the Finance Department no later than 11:00 am on the due date.

Day	Date	In	Out	In	Out	Hours/Days
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

<b>Total Hours/Days</b>	
<b>Hourly/Daily Rate</b>	
<b>Total Gross</b>	

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 / /  
 Date

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 / /  
 Date

\_\_\_\_\_  
 Superintendent Signature

\_\_\_\_\_  
 / /  
 Date

<b>To Be Completed by Finance Department:</b>	
Payroll Period:	/ /
Account:	