

## GOODRICH INDEPENDENT SCHOOL DISTRICT MONTHLY TIME REPORT

MONTH \_\_\_\_\_

YEAR \_\_\_\_\_

NAME \_\_\_\_\_

EMPLOYEE # \_\_\_\_\_

	SUN	MON	TUE	WED	THU	FRI	SAT	WEEKLY HOURS	MONTHLY HOURS
DATE									
HOURS WORKED									
DATE									
HOURS WORKED									
DATE									
HOURS WORKED									
DATE									
HOURS WORKED									
DATE									
HOURS WORKED									
								<b>TOTAL MONTHLY HOURS</b>	

**ABSENCE CODES:**

- P** - State **Personal** Leave
- S** - State **Sick** Leave
- I** - Local **Incentive** Leave
- E** - **Extended** Leave (Pay Sub)

- W** - **Workshop/School Business**
- J** - **Jury Duty**
- H** - **Holiday**
- V** - **Vacation**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date