

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 | | | | | | | | | |

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|-----------------|--|--|--|--|--|--|--|--|--|
| DATE | | | | | | | | | |
| HOURS WORKED | | | | | | | | | |

| | | | | | | | | | |
|-----------------|--|--|--|--|--|--|--|--|--|
| DATE | | | | | | | | | |
| HOURS WORKED | | | | | | | | | |

| | | | | | | | | | |
|-----------------|--|--|--|--|--|--|--|--|--|
| DATE | | | | | | | | | |
| HOURS WORKED | | | | | | | | | |

| | | | | | | | | | |
|--|--|--|--|--|--|--|---------------------|--|--|
| | | | | | | | TOTAL MONTHLY HOURS | | |
|--|--|--|--|--|--|--|---------------------|--|--|

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