

Haverhill Public Schools

BiWeekly Payroll Timesheet

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|--------------------|----------------------------|---------------------------------|--|
| School/Department: | Principal/Supervisor Name: | Principal/Supervisor Signature: | Account # ????????.4.?????????.???.???.???.??? |
|--------------------|----------------------------|---------------------------------|--|

Pay Period: 12

Start Date: 11/19/2023

End Date: 12/2/2023

Pay Date 12/8/2023

| | | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | DUE: |
|------|--|------------|------------|------------|------------|------------|------------|------------|------------------|
| Wk 1 | | 11/19/2023 | 11/20/2023 | 11/21/2023 | 11/22/2023 | 11/23/2023 | 11/24/2023 | 11/25/2023 | 12/1/2023 |
| Wk 2 | | 11/26/2023 | 11/27/2023 | 11/28/2023 | 11/29/2023 | 11/30/2023 | 12/1/2023 | 12/2/2023 | |

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|---------------------------------------|--------|--|--|--|--|--|--|--|---------------------|--------------------|
| Employee Name: | Week 1 | | | | | | | | <u>Weekly Total</u> | |
| Employee Signature: | | | | | | | | | | |
| Time Entry Description/Job Performed: | Week 2 | | | | | | | | <u>Weekly Total</u> | <u>Grand Total</u> |
| Notes: (for office use only) | | | | | | | | | | |

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|---------------------------------------|--------|--|--|--|--|--|--|--|---------------------|--------------------|
| Employee Name: | Week 1 | | | | | | | | <u>Weekly Total</u> | |
| Employee Signature: | | | | | | | | | | |
| Time Entry Description/Job Performed: | Week 2 | | | | | | | | <u>Weekly Total</u> | <u>Grand Total</u> |
| Notes: (for office use only) | | | | | | | | | | |

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|---------------------------------------|--------|--|--|--|--|--|--|--|---------------------|--------------------|
| Employee Name: | Week 1 | | | | | | | | <u>Weekly Total</u> | |
| Employee Signature: | | | | | | | | | | |
| Time Entry Description/Job Performed: | Week 2 | | | | | | | | <u>Weekly Total</u> | <u>Grand Total</u> |
| Notes: (for office use only) | | | | | | | | | | |

This certifies the above has worked 100% of his/her time for this pay period on the federal grant program listed above