

**Haverhill Public Schools**
  
**BiWeekly Payroll Timesheet**

School/Department:	Principal/Supervisor Name:	Principal/Supervisor Signature:	Account # ????????.4.?????????.???.???.???.???
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**Pay Period: 15**

Start Date: 12/31/2023

End Date: 1/13/2024

**Pay Date 1/19/2024**

		<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<b>DUE:</b>
Wk 1		12/31/2023	1/1/2024	1/2/2024	1/3/2024	1/4/2024	1/5/2024	1/6/2024	<b>1/12/2024</b>
Wk 2		1/7/2024	1/8/2024	1/9/2024	1/10/2024	1/11/2024	1/12/2024	1/13/2024	

Employee Name:	Week 1								<u>Weekly Total</u>	
Employee Signature:	Week 1								<input style="width: 100%; height: 100%;" type="text"/>	
Time Entry Description/Job Performed:	Week 2								<u>Weekly Total</u>	<u>Grand Total</u>
Notes: (for office use only)	Week 2								<input style="width: 100%; height: 100%;" type="text"/>	

Employee Name:	Week 1								<u>Weekly Total</u>	
Employee Signature:	Week 1								<input style="width: 100%; height: 100%;" type="text"/>	
Time Entry Description/Job Performed:	Week 2								<u>Weekly Total</u>	
Notes: (for office use only)	Week 2								<input style="width: 100%; height: 100%;" type="text"/>	

Employee Name:	Week 1								<u>Weekly Total</u>	
Employee Signature:	Week 1								<input style="width: 100%; height: 100%;" type="text"/>	
Time Entry Description/Job Performed:	Week 2								<u>Weekly Total</u>	
Notes: (for office use only)	Week 2								<input style="width: 100%; height: 100%;" type="text"/>	

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