# Haverhill Public Schools
## BiWeekly Payroll Timesheet

| School/Department: | Principal/Supervisor Name: | Principal/Supervisor Signature: | Account # ???????.4.????.????.??.???.??.?? |
|---|---|---|---|
| | | | _____.4.____.____.__.___.__.__ |

Start Date: 1/14/2023
End Date: 1/27/2023
**Pay Date** **2/2/2023**

| | | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | DUE: |
|---|---|---|---|---|---|---|---|---|---|
| | Wk 1 | 1/14/2023 | 1/15/2023 | 1/16/2023 | 1/17/2023 | 1/18/2023 | 1/19/2023 | 1/20/2023 | **1/26/2023** |
| | Wk 2 | 1/21/2023 | 1/22/2023 | 1/23/2023 | 1/24/2023 | 1/25/2023 | 1/26/2023 | 1/27/2023 | |

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

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

| Employee Name: | Week 1 | | | | | | | | Weekly Total | |
|---|---|---|---|---|---|---|---|---|---|---|
| Employee Signature: | | | | | | | | | | |
| Time Entry Description/Job Performed: | Week 2 | | | | | | | | Weekly Total | |
| 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