

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

School/Department:	Principal/Supervisor Name:	Principal/Supervisor Signature:	Account # ???????4.?????????????? ----- . 4 -----
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**Pay Period: 16**

Start Date: 1/14/2024

End Date: 1/27/2024

**Pay Date 2/2/2024**

		<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<b>DUE:</b> <b>1/26/2024</b>	
	Wk 1	1/14/2024	1/15/2024	1/16/2024	1/17/2024	1/18/2024	1/19/2024	1/20/2024		
	Wk 2	1/21/2024	1/22/2024	1/23/2024	1/24/2024	1/25/2024	1/26/2024	1/27/2024		
Employee Name:	Week 1								<u>Weekly Total</u> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	
Employee Signature:										
Time Entry Description/Job Performed:	Week 2								<u>Weekly Total</u> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	<u>Grand Total</u> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
Notes: (for office use only)										

Employee Name:	Week 1								<u>Weekly Total</u> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	
Employee Signature:										
Time Entry Description/Job Performed:	Week 2								<u>Weekly Total</u> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	
Notes: (for office use only)										

Employee Name:	Week 1								<u>Weekly Total</u> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	
Employee Signature:										
Time Entry Description/Job Performed:	Week 2								<u>Weekly Total</u> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	
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