

Haverhill Public Schools

BiWeekly Payroll Timesheet

School/Department:	Principal/Supervisor Name:	Principal/Supervisor Signature:	Account # ????????.4.?????????.???????
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Pay Period: 24

Start Date: 5/5/2024		<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	DUE:
End Date: 5/18/2024	Wk 1	5/5/2024	5/6/2024	5/7/2024	5/8/2024	5/9/2024	5/10/2024	5/11/2024	5/17/2024
Pay Date 5/24/2024	Wk 2	5/12/2024	5/13/2024	5/14/2024	5/15/2024	5/16/2024	5/17/2024	5/18/2024	

Employee Name:	Wk 1								<u>Weekly Total</u>	
Employee Signature:	Wk 1								<div style="border: 1px solid black; width: 50px; height: 40px; margin: 0 auto;"></div>	
Time Entry Description/Job Performed:	Wk 2								<u>Weekly Total</u>	<u>Grand Total</u>
Notes: (for office use only)	Wk 2								<div style="border: 1px solid black; width: 50px; height: 40px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 50px; height: 40px; margin: 0 auto;"></div>

Employee Name:	Wk 1								<u>Weekly Total</u>	
Employee Signature:	Wk 1								<div style="border: 1px solid black; width: 50px; height: 40px; margin: 0 auto;"></div>	
Time Entry Description/Job Performed:	Wk 2								<u>Weekly Total</u>	<u>Grand Total</u>
Notes: (for office use only)	Wk 2								<div style="border: 1px solid black; width: 50px; height: 40px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 50px; height: 40px; margin: 0 auto;"></div>

Employee Name:	Wk 1								<u>Weekly Total</u>	
Employee Signature:	Wk 1								<div style="border: 1px solid black; width: 50px; height: 40px; margin: 0 auto;"></div>	
Time Entry Description/Job Performed:	Wk 2								<u>Weekly Total</u>	<u>Grand Total</u>
Notes: (for office use only)	Wk 2								<div style="border: 1px solid black; width: 50px; height: 40px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 50px; height: 40px; margin: 0 auto;"></div>

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