

Haverhill Public Schools

BiWeekly Payroll Timesheet

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|--------------------|----------------------------|---------------------------------|--|
| School/Department: | Principal/Supervisor Name: | Principal/Supervisor Signature: | Account # ???????4.?????????????? _____4_____ |
|--------------------|----------------------------|---------------------------------|--|

Pay Period: 25

Start Date: 5/19/2024

End Date: 6/1/2024

Pay Date 6/7/2024

| | | <u>Sunday</u> | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> | <u>Saturday</u> | DUE: 5/31/2024 |
|------|--|---------------|---------------|----------------|------------------|-----------------|---------------|-----------------|---------------------------------|
| Wk 1 | | 5/19/2024 | 5/20/2024 | 5/21/2024 | 5/22/2024 | 5/23/2024 | 5/24/2024 | 5/25/2024 | |
| Wk 2 | | 5/26/2024 | 5/27/2024 | 5/28/2024 | 5/29/2024 | 5/30/2024 | 5/31/2024 | 6/1/2024 | |

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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> | |
| 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> | |
| 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> | |
| 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