**\* Indicates Required Field**

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

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

Pay Period: **14**
Start Date: 12/21/2025
End Date: 01/03/2026
Pay Date **01/09/2026**

**DUE:**
**01/02/2026**

|  | | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|---|
| | Wk 1 | 12/21/2025 | 12/22/2025 | 12/23/2025 | 12/24/2025 | 12/25/2025 | 12/26/2025 | 12/27/2025 |
| | Wk 2 | 12/28/2025 | 12/29/2025 | 12/30/2025 | 12/31/2025 | 01/01/2026 | 01/02/2026 | 01/03/2026 |

| \* Employee LEGAL Name: \* PRINT: Last, First, Mid Int | Week 1 | | | | | | | | \* Weekly Total | |
|---|---|---|---|---|---|---|---|---|---|---|
| \* Employee Signature: | | | | | | | | | | |
| \* Time Entry Description/ Specified Job Title: | Week 2 | | | | | | | | \* Weekly Total | \* Grand Total |
| Notes: (for office use only) | | | | | | | | | | |

| \* Employee LEGAL Name: \* PRINT: Last, First, Mid Int | Week 1 | | | | | | | | \* Weekly Total | |
|---|---|---|---|---|---|---|---|---|---|---|
| \* Employee Signature: | | | | | | | | | | |
| \* Time Entry Description/ Specified Job Title: | Week 2 | | | | | | | | \* Weekly Total | \* Grand Total |
| Notes: (for office use only) | | | | | | | | | | |

| \* Employee LEGAL Name: \* PRINT: Last, First, Mid Int | Week 1 | | | | | | | | \* Weekly Total | |
|---|---|---|---|---|---|---|---|---|---|---|
| \* Employee Signature: | | | | | | | | | | |
| \* Time Entry Description/ Specified Job Title: | Week 2 | | | | | | | | \* Weekly Total | \* Grand 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