

RSU 23 Old Orchard Beach

BI-WEEKLY TIME SHEET

Name _____

Position _____

School _____

Weeks Ending: _____

	DATE	IN	OUT	IN	OUT	IN	OUT	Worked through lunch	TOTAL
Sunday								yes / no	
Monday								yes / no	
Tuesday								yes / no	
Wednesday								yes / no	
Thursday								yes / no	
Friday								yes / no	
Saturday								yes / no	

Weekly Totals: _____ Regular _____ Personal _____ Holiday
 _____ Overtime _____ Sick
 _____ Vacation _____ Family Illness **Sub-Total** _____

	DATE	IN	OUT	IN	OUT	IN	OUT	Worked through lunch	TOTAL
Sunday								yes / no	
Monday								yes / no	
Tuesday								yes / no	
Wednesday								yes / no	
Thursday								yes / no	
Friday								yes / no	
Saturday								yes / no	

Weekly Totals: _____ Regular _____ Personal _____ Holiday
 _____ Overtime _____ Sick **Sub-Total** _____
 _____ Vacation _____ Family Illness **Bi-Weekly Total:** _____

Employee Signature

Administrator/Supervisor Signature