Spring Valley School District Employee Timesheet

Employee Name _____ Pay Period _____

Position _____

Time Off Codes: Vacation ***V*** Sick Leave ***S*** Personal ***P*** Holiday ***H***

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
Date								
Hours								

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
Date								
Hours								

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
Date								
Hours								

Weekend Checks: _____ Pay Period Total Hours _____

Employee Signature Date Supervisor Signature Date

Notes: