

ALMIRA CLASSIFIED TIMESHEET

NAME _____		MONTH _____		YEAR _____	
<i>Date</i>	<i>Day</i>	<i>Regular hours</i>	<i>*Extra hours</i>	<i>Leave taken</i>	<i>Reason/Explanation</i>
Total					

*Must have prior approval of Supervisor

Employee _____ Date _____ Supervisor _____ Date _____