



# ROSCOMMON AREA PUBLIC SCHOOLS

## **STAFF TIME SHEET**

Name: \_\_\_\_\_ Building: \_\_\_\_\_ Pay Period: \_\_\_\_\_ Rate: \_\_\_\_\_

### **Department**

O/M: \_\_\_\_\_ Substitute Teachers: \_\_\_\_\_ Aides: \_\_\_\_\_ Secretaries: \_\_\_\_\_ Staff Dev \_\_\_\_\_

DATE	START TIME	END TIME	HOURS	STAFF SCHEDULE COMMENTS

### **PAYROLL/BUSINESS OFFICE COMMENTS**

I certify that the hours stated are correct.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Approved/Supervisor or Principal