





# CUYAHOGA VALLEY CAREER CENTER

8001 Brecksville Road • Brecksville, Ohio 44141  
(440) 526-5200

## EMPLOYEE TIME SHEET

(Only ORIGINAL timesheets completed in INK will be accepted)

Employee Name: \_\_\_\_\_

Social Security #: LAST 4 Digits

Position: \_\_\_\_\_

Accounting Code: \_\_\_\_\_

DAY	DATE	TIME WORKED		No. OF HOURS
		FROM	TO	
MON				
TUES				
WED				
THURS				
FRI				
SAT				
SUN				
TOTAL HOURS				

DAY	DATE	TIME WORKED		No. OF HOURS
		FROM	TO	
MON				
TUES				
WED				
THURS				
FRI				
SAT				
SUN				
TOTAL HOURS				

### CHECK APPROPRIATE BOX:

- Extended Service
- Professional Growth
- Saturday Detention Monitor
- Student Activity
- Summer Work
- Other \_\_\_\_\_

Total Regular Hours: \_\_\_\_\_

Total Overtime Hours: \_\_\_\_\_

Total Shift Differential Hours: \_\_\_\_\_

<b>OFFICE USE:</b>
Rate: _____
Treasurer's Initials: _____

Employee's Signature	Date
Supervisor's Signature	Date

COMPLETED TIME SHEETS MUST BE RECEIVED IN THE TREASURER'S OFFICE BY 12:00 P.M. ON THE MONDAY OF A PAY WEEK FOR PAYMENT ON THAT FRIDAY.