

**Owen D. Young Central School**  
**2316 State Route 80**  
**VanHornesville, NY 13475**

**TIMESHEET**

EMPLOYEE'S NAME \_\_\_\_\_

Report for the pay period beginning \_\_\_\_\_ and ending \_\_\_\_\_  
 This report should be used for personnel who are working of a part-time basis and being paid on an hourly or daily schedule.

DAY	DATE	DAILY EMPLOYEE mark "P" if present "A" if absent	HOURLY EMPLOYEE Daily Attendance Report		TOTAL HOURS
			IN	OUT	
MONDAY			AM		
			PM		
TUESDAY			AM		
			PM		
WEDNESDAY			AM		
			PM		
THURSDAY			AM		
			PM		
FRIDAY			AM		
			PM		
SATURDAY			AM		
			PM		
SUNDAY			AM		
			PM		

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
APPROVED