

CARBONDALE AREA SCHOOL DISTRICT

INDIVIDUAL TIME SHEET

PAY PERIOD: FROM \_\_\_\_\_ TO \_\_\_\_\_

NAME OF EMPLOYEE: \_\_\_\_\_

POSITION HELD: CONTRACTED DRIVER

| MONDAY        | TUESDAY       | WEDNESDAY     | THURSDAY      | FRIDAY        | TOTAL DAYS |
|---------------|---------------|---------------|---------------|---------------|------------|
| DATE<br>_____ | DATE<br>_____ | DATE<br>_____ | DATE<br>_____ | DATE<br>_____ | _____      |
| DATE<br>_____ | DATE<br>_____ | DATE<br>_____ | DATE<br>_____ | DATE<br>_____ | _____      |

RATE PER HOUR \$ \_\_\_\_\_

TOTAL DAYS \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL

**NOTICE:**

***This sheet must be received by the Payroll Department on the Friday before pay day.***

***If time sheet is not received by due date you will not be paid until the following Pay Day.***

