

**WOODVILLE INDEPENDENT SCHOOL DISTRICT
NONEXEMPT WEEKLY TIME REPORT**

Name _____

Pay Period Beginning _____

Location / Campus _____

Pay Period Ending _____

For each week:

First Line: Enter dates for week ending and days of the week

Second Line: Report all hours worked, including overtime

Third Line: Report all leave hours using the absence codes at the bottom of the form

Week Ending	SUN	MON	TUE	WED	THU	FRI	SAT	Total
Enter Dates:								
Hours Worked								
Leave Hours								

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Enter Dates:								
Hours Worked								
Leave Hours								

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Leave Hours								

Week Ending	SUN	MON	TUE	WED	THU	FRI	SAT	Total
Enter Dates:								
Hours Worked								
Leave Hours								

I certify this is an accurate record of the actual hours worked.

Employee Signature

Date

Supervisor Signature

Date

Absence Codes: P - Personal Leave S - Sick Leave C - Comp Time J - Jury Duty H - Holiday O - Other

Return this form to the central business office by the 10th of the following month.