

Biweekly Time Sheet

Regional School Unit 1

34 Wing Farm Parkway

Bath, ME 04530

443-6601, 443-8295 (fax)

NAME: _____

Location: _____

Pay Date: _____

An unpaid duty free lunch period of 1/2 hour each day must be documented.

Day	Date	Time Worked				Other Hours	Total	Codes
		In	Out	In	Out			
Week 1								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Total Hours								

An unpaid duty free lunch period of 1/2 hour each day must be documented.

Day	Date	Time Worked				Other Hours	Total	Codes
		In	Out	In	Out			
Week 2								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Total Hours								

Codes

S = Sick

H = Holiday

P = Personal

J = Jury Duty

B = Bereavement

V = Vacation

WOP = Without Pay

Employee signature

Date

Supervisor's Signature

Date