

**PRINCETON CITY SCHOOL DISTRICT  
HOURLY/EXTRA TIME SHEET**

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

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

Location: \_\_\_\_\_

PayPeriod: \_\_\_\_\_

DATE	DAY	START TIME	STOP TIME	TOTAL HOURS	JOB DESCRIPTION
	SUN				
	MON				
	TUES				
	WED				
	THURS				
	FRI				
	SAT				
			<b>TOTAL</b>		
	SUN				
	MON				
	TUES				
	WED				
	THURS				
	FRI				
	SAT				
			<b>TOTAL</b>		
	SUN				
	MON				
	TUES				
	WED				
	THURS				
	FRI				
	SAT				
			<b>TOTAL</b>		
			<b>TOTAL</b>		

Payroll Department Use only

**TOTAL REGULAR HOURS:**

**OVER TIME HOURS:**

	@	=	
	@	=	
		<b>TOTAL PAY:</b>	
Account Code			

SIGNATURES:

\_\_\_\_\_  
Employee date

\_\_\_\_\_  
Principal/Supervisor date

\_\_\_\_\_  
Director date