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REGIONAL OFFICE OF EDUCATION ROE#26

TIME SHEET

Dates from: _____ ***through*** _____

Note: Please fax according to dates and instructions listed below to: 309-518-8024

Thank You

	Morning		Afternoon		Evening		Total Hours or	Comments/
DATE	IN	OUT	IN	OUT	IN	OUT	**Partial/Full Day**	**Substitute for (name):**
Please use a separate time sheet for all days between the 29th of previous month through 14th of following month.								
29								
30								
31								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
Submit time sheet for above pay period promptly after the 14th of the month. (Payroll processed on the 21st, paid on 28th of the month)								
Please use a separate time sheet for all days between the 15th through 28th of same month.								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
Submit time sheet for above pay period promptly after the 28th of the month. (Payroll processed on the 8th, paid on 14th of following month).								

Total Hours this period: _____ or **Total Days this period:** _____

Employee Signature: _____ **Date:** _____

Work hours verified by Supervisor Signature: _____ **Date:** _____