

BENSENVILLE DISTRICT 2 BI WEEKLY TIMESHEET



Name _____
Building _____
Program _____
Position _____

Please record IN/OUT times for hours **worked** only.

Number of hours expected to be paid for vacation, sick leave, holiday, or personal leave should appear in the total column only. Write description of these hours in time in/out columns. SEE EXAMPLE below. In lunch column show length of time taken.

Month/Day/Year	DAY	Time IN	Time OUT	Lunch	Total
	MON				
	TUE				
	WED				
	THU				
	FRI				
	SAT				
	SUN				
TOTAL					

Month/Day/Year	DAY	Time IN	Time OUT	Lunch	Total
	MON				
	TUE				
	WED				
	THU				
	FRI				
	SAT				
	SUN				
TOTAL					

TOTAL FOR PAY PERIOD

Employee's Signature _____

Supervisor's Signature _____

Comment _____

Example:

Month/Day/Year	DAY	Time IN	Time OUT	Lunch	Total
M/D/YR	MON	7:30	4:00	1/2 hr	8
M/D/YR	TUE	SICK DAY		-	8