

## Early Learning & Care Department Staff Time Sheet

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Month: \_\_\_\_\_ Location: \_\_\_\_\_

								TOTAL PER DIEM WORKED	ABSENCE CODE (FORM 12)	TOTAL HOURS ABSENT	NOTES
M											
T											
W											
Th											
F											
M											

--	--	--	--	--	--	--	--	--	--	--	--

M											
T											
W											
Th											
F											
M											
T											
W											
Th											
F											

I certify that all the above hours worked and absent are correct and that I have turned in completed and signed Employee Absence Report(s) (Form 12s) to account for all absences listed above.

Completed & Signed \_\_\_\_\_