

*Regional Education  
Service Agencies*

# RESA

• one •

A powerful engine for education

## HOURLY PERSONNEL TIME SHEET

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Address: \_\_\_\_\_

Indicate below for each day worked the actual time and total hours worked.

|    |    |    |          |    |            |                           |
|----|----|----|----------|----|------------|---------------------------|
| 1  | 2  | 3  | 4        | 5  | 6          | 7                         |
|    |    |    |          |    |            |                           |
| 8  | 9  | 10 | 11       | 12 | 13         | 14                        |
|    |    |    |          |    |            |                           |
| 15 | 16 | 17 | 18       | 19 | 20         | 21                        |
|    |    |    |          |    |            |                           |
| 22 | 23 | 24 | 25       | 26 | 27         | 28                        |
|    |    |    |          |    |            |                           |
| 29 | 30 | 31 | EXAMPLE: |    | Date       | 14                        |
|    |    |    |          |    | Time/Hours | 8:30-12:30<br>1:00-3:00/6 |

Month/Year: \_\_\_\_\_ Total Hours Worked: \_\_\_\_\_

Signed: \_\_\_\_\_ Approved: \_\_\_\_\_  
Hourly Worker Supervisor

Budget Account Code: \_\_\_\_\_