

|                                    |   |  |
|------------------------------------|---|--|
| Contract Days: _____               | Line A. Days worked (inc. sick/pers days)through prior time sheets        |  |
| Contract Hours per Day: _____      | Line B. Days worked current timesheet (inc. sick/pers. Days)              |  |
|                                    | Total Days worked (Line A + Line B)                                       |  |
|                                    | Days remaining in contract (total contract days minus total days worked): |  |
| <b>Augusta Independent Schools</b> | <b>Time Period</b><br>_____ to _____                                      |  |

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

Please supply the appropriate reason for each day not worked using the following codes:  
 (S) - Sick Day (P) - Personal Day (H) - Holiday (J) - Jury Duty  
 (NC) - Non-contract Day (NP) No-Pay Day (Only select this if out of sick/personal/Non-contract days)

| DATE          | TIME IN | TIME OUT | LUNCH | TIME IN | TIME OUT | TOTAL HOURS | DAY OFF CODE |
|---------------|---------|----------|-------|---------|----------|-------------|--------------|
| Week of _____ |         |          |       |         |          |             |              |
| Monday        |         |          |       |         |          |             |              |
| Tuesday       |         |          |       |         |          |             |              |
| Wednesday     |         |          |       |         |          |             |              |
| Thursday      |         |          |       |         |          |             |              |
| Friday        |         |          |       |         |          |             |              |
|               |         |          |       |         |          |             |              |
| Week of _____ |         |          |       |         |          |             |              |
| Monday        |         |          |       |         |          |             |              |
| Tuesday       |         |          |       |         |          |             |              |
| Wednesday     |         |          |       |         |          |             |              |
| Thursday      |         |          |       |         |          |             |              |
| Friday        |         |          |       |         |          |             |              |
|               |         |          |       |         |          |             |              |
| Week of _____ |         |          |       |         |          |             |              |
| Monday        |         |          |       |         |          |             |              |
| Tuesday       |         |          |       |         |          |             |              |
| Wednesday     |         |          |       |         |          |             |              |
| Thursday      |         |          |       |         |          |             |              |
| Friday        |         |          |       |         |          |             |              |
|               |         |          |       |         |          |             |              |
| Week of _____ |         |          |       |         |          |             |              |
| Monday        |         |          |       |         |          |             |              |
| Tuesday       |         |          |       |         |          |             |              |
| Wednesday     |         |          |       |         |          |             |              |
| Thursday      |         |          |       |         |          |             |              |
| Friday        |         |          |       |         |          |             |              |
|               |         |          |       |         |          |             |              |

Total Hours for Pay Period: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

**For Board Use Only:**  
 Munis Code \_\_\_\_\_  
 Munis Code \_\_\_\_\_  
 Munis Code \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

*\*This document will remain in the Central Office as a record of your work schedule.*