



CENTENNIAL BOCES  
HOURLY EMPLOYEE RECORD  
CLASSIFIED STAFF

Print Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Program: \_\_\_\_\_

Rate: \_\_\_\_\_

Job Code: \_\_\_\_\_

Month:			Month:		
Day of Month	Hours Worked	Account Number Charged	Day of Month	Hours Worked	Account Number Charged
16			1		
17			2		
18			3		
19			4		
20			5		
21			6		
22			7		
23			8		
24			9		
25			10		
26			11		
27			12		
28			13		
29			14		
30			15		
31					
<b>TOTAL HOURS</b>					

*Time sheets are due on or before the 15th day of the month. Time sheets received after the 15th will be held until the following month for processing. TIME SHEETS RECEIVED 60 DAYS after the 15<sup>th</sup> of the month hours worked WILL NOT be processed.*

**APPROVALS:**

Employee \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_

Executive Director \_\_\_\_\_