ARDSLEY SCHOOL DISTRICT
GENERIC TIMESHEET 2018-2019

(Can be used for Substitute Custodian/Mechanic, Clerical, Curriculum Work, Summer Guidance, Proctor, Homebound tutoring & Night Watchman)

Name: _____ **Payroll Code:** _____

Position: _____ **Building:** _____

Date	Time In A.M.	Time Out A.M.	Time In P.M.	Time Out P.M.	Total	Description (out of normal hours)

I affirm that I worked the listed hours/days.

Total Hours: _____

Employees Signature: _____ **Date:** _____

Supervisor's Signature _____ **Date:** _____