

LITTLE COMPTON PUBLIC SCHOOLS — LITTLE COMPTON, RI

DEPARTMENT OR ORGANIZATION:

NAME:

POSITION:

WEEK ENDING: / /

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Hours—Type								
Hours-Worked								
Other								
Overtime Hours								

WEEK ENDING: / /

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Hours—Type								
Hours-Worked								
Other								
Overtime Hours								

Please enter one of the following letters, if applicable, in Hours-Type:

- H=Holiday V=Vacation B=Bereavement T=Training
 - S=Sick P=Personal A=Administrative
- Leave Hours-Type blank for Normal working hours.

- Note: A Time Sheet is required for each position worked.
- Time sheets are due by Monday of each Pay Week.
- Any changes/corrections should be noted on the next time sheet. State reason for change.

POSITION CODES:

- 2419: Special Education Elementary Teacher Assistant
- 2420: Special Education Middle School Teacher Assistant
- 2421: Teacher Assistant
- 2422: Custodians Department
- 2424: Non-School Custodian

Total Regular Hours

Total Overtime Hours

APPROVAL: _____