



Shiawassee

Regional Education Service District

Employee Name: _____
(Please Print)

Position: _____

Account Number: _____

Rate of Pay: _____

Hourly/Daily Time Sheet

| DAY | DATE | START TIME | END TIME | HOURS |
|---------------------|------|------------|----------|-------|
| Sunday | | | | |
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Saturday | | | | |
| Week 1 Total | | | | |

| DAY | DATE | START TIME | END TIME | HOURS |
|---------------------|------|------------|----------|-------|
| Sunday | | | | |
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Saturday | | | | |
| Week 2 Total | | | | |

TOTAL HOURS _____

PLEASE MAIL, EMAIL OR FAX COMPLETED TIMESHEET TO:

Lindsey Buehler at North Street/Business Office

buehler@sresd.org, fax # 989-729-7357

| Pay Period | | Time Sheet Due | Pay Date |
|------------|------------|----------------|------------|
| 7/23/2023 | 8/5/2023 | 8/7/2023 | 8/11/2023 |
| 8/6/2023 | 8/19/2023 | 8/21/2023 | 8/25/2023 |
| 8/20/2023 | 9/2/2023 | *9/1/2023 | 9/8/2023 |
| 9/3/2023 | 9/16/2023 | 9/18/2023 | 9/22/2023 |
| 9/17/2023 | 9/30/2023 | 10/2/2023 | 10/6/2023 |
| 10/1/2023 | 10/14/2023 | 10/16/2023 | 10/20/2023 |
| 10/15/2023 | 10/28/2023 | 10/30/2023 | 11/3/2023 |
| 10/29/2023 | 11/11/2023 | 11/13/2023 | 11/17/2023 |
| 11/12/2023 | 11/25/2023 | 11/27/2023 | 12/1/2023 |
| 11/26/2023 | 12/9/2023 | 12/11/2023 | 12/15/2023 |
| 12/10/2023 | 12/23/2023 | *12/19/2023 | 12/29/2023 |
| 12/24/2023 | 1/6/2024 | 1/8/2024 | 1/12/2024 |
| 1/7/2024 | 1/20/2024 | 1/22/2024 | 1/26/2024 |
| 1/21/2024 | 2/3/2024 | 2/5/2024 | 2/9/2024 |
| 2/4/2024 | 2/17/2024 | 2/19/2024 | 2/23/2024 |
| 2/18/2024 | 3/2/2024 | 3/4/2024 | 3/8/2024 |
| 3/3/2024 | 3/16/2024 | 3/18/2024 | 3/22/2024 |
| 3/17/2024 | 3/30/2024 | 4/1/2024 | 4/5/2024 |
| 3/31/2024 | 4/13/2024 | 4/15/2024 | 4/19/2024 |
| 4/14/2024 | 4/27/2024 | 4/29/2024 | 5/3/2024 |
| 4/28/2024 | 5/11/2024 | 5/13/2024 | 5/17/2024 |
| 5/12/2024 | 5/25/2024 | *5/24/2024 | 5/31/2024 |
| 5/26/2024 | 6/8/2024 | 6/10/2024 | 6/14/2024 |
| 6/9/2024 | 6/22/2024 | 6/24/2024 | 6/28/2024 |
| 6/23/2024 | 7/6/2024 | 7/8/2024 | 7/12/2024 |
| 7/7/2024 | 7/20/2024 | 7/22/2024 | 7/26/2024 |
| 7/21/2024 | 8/3/2024 | 8/5/2024 | 8/9/2024 |

Employee Signature: _____

Date: _____

Supervisor Approval: _____

Date: _____