

**CAYUGA ONONDAGA BOCES
Civil Service Employee Time Sheet**

Employee's Name: _____ Employee's Position: _____

Payroll Period Beginning: _____ Payroll Period Ending: _____

Month	Day	M,T,W, Th,F,Sat	Time In	Lunch	Time out	Total Hours worked
	16					
	17					
	18					
	19					
	20					
	21					
	22					
	23					
	24					
	25					
	26					
	27					
	28					
	29					
	30					

Total Hours Worked : _____

Employee's Signature

Date

Approval of Supervisor

Date

F884-1819-160

DayCare PT/ 10 Month

Forward to Business Office the the day following the end of the payroll period.

Remember every Pay day is the day you turn in your time card.

CAYUGA ONONDAGA BOCES
Civil Service Employee Time Sheet

Employee's Name: _____ Employee's Position: _____

Payroll Period Beginning: _____ Payroll Period Ending: _____

Month	Day	M,T,W, Th,F,Sat	Time In	Lunch	Time out	Total Hours worked
	31					
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
	15					

Total Hours Worked : _____

 Employee's Signature

 Date

 Approval of Supervisor

 Date

F884-1819-160

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