|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| INDIAN TRAILS CAREER COOPERATIVE | | | | | | | ***Name:*** |  |
| Extra Pay Timesheet | | | | | | | School: |  |
|  | |  | |  |  | |  |  |
| Pay Period | | Beginning\_\_\_\_\_\_\_\_\_\_\_\_\_Ending\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Department: |
|  | | | | | | | Rate: | |
| WEEK # 1 | | | |  |  | |  | |
|  |  | |
| DATE | | DAY | | TIME IN | TIME OUT | | HOURS WORKED |  |
|  | | SAT | |  |  | |  |  |
|  | | SUN | |  |  | |  |  |
|  | | MON | |  |  | |  |  |
|  | | TUES | |  |  | |  |  |
|  | | WED | |  |  | |  |  |
|  | | THURS | |  |  | |  |  |
|  | | FRI | |  |  | |  |  |
|  | |  | |  | **Week #1 Totals** | |  |  |
| WEEK # 2 | |  | |  |  | |  |  |
| DATE | | DAY | | TIME IN | TIME OUT | | HOURS WORKED |  |
|  | | SAT | |  |  | |  |  |
|  | | SUN | |  |  | |  |  |
|  | | MON | |  |  | |  |  |
|  | | TUES | |  |  | |  |  |
|  | | WED | |  |  | |  |  |
|  | | THURS | |  |  | |  |  |
|  | | FRI | |  |  | |  |  |
|  | |  | |  | **Week #2 Totals** | |  |  |
|  | |  | |  | **BI-WEEKLY TOTALS** | |  |  |
|  |  | |  | | |
|  | |  | |  |  | |  |  | |
| Employee Signature | | | | |  | | Administrator Signature | | |