|  |  |  |
| --- | --- | --- |
| 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 |