

# Fairfield Local Schools

# Instructional Aide Time Sheet

Employee Name: \_\_\_\_\_

Pay Period Ending: \_\_\_\_\_

Pay Date: \_\_\_\_\_

"X" one of the boxes below.

Regular Aide

OR

Substitute Aide

DAY	DATE	START	STOP	TOTAL	Working For:
Week #1 of 2	MM/DD/YYYY	Time	Time	Hours	Last Name/BldCode
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
				<b>TOTAL WEEK #1</b>	
Week #2 of 2					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
				<b>TOTAL WEEK #2</b>	
				<b>GRAND TOTAL</b>	

**THE SIGNATURES BELOW CERTIFY THIS TO BE A TRUE STATEMENT OF THE ACTUAL HOURS WORKED ON THE JOB EACH DAY DURING THE PAY PERIOD. I UNDERSTAND THAT FALSIFICATION OF THIS INFORMATION COULD BE GROUNDS FOR IMMEDIATE DISMISSAL. I have reviewed the Pay Date Calendar information regarding due dates and employee information.**

Required Signatures: \_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor/Date (Signature indicates review and approval)

BldCode = Building Code = HS/High School MS/Middle School EL/Elementary School

The day for an Aide consists of 7 hours with no time deducted for lunch.