

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM CERTIFICATED EMPLOYEE HOURLY TIME SHEET

Employee: _____

Account Code: _____

Period Ending: _____

Rate of Pay: _____

Date	Actual Hours of Instruction						Total Prep Time	Total Daily Hours
	Morning Class		Afternoon Class		Evening Class			
	Arrive	Leave	Arrive	Leave	Arrive	Leave		
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

I hereby certify that the above is a true and accurate statement of hours worked in performance of official duties.

Employee Signature _____

Date _____

TOTAL HOURS _____

Checked & Approved
By Administrator: _____