**Time Report**

Type in site, pay period ending, hours worked and leave for the pay period into the form and

e-mail completed form to **Davin** (**davinjohnson@nesdhs.org**) on Friday at the end of the pay period.

**Centers: include all staff on one form**. Add sub names if they worked during the pay period.

**Other staff:** type in pay period ending, your name and hours worked and leave

| **Site:**  | **Pay Period Ending**  |  |
| --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **Worked** | **P Leave** | **S Leave** | **W/out****Pay** |
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| **Subs:** |  |  |  |  |  |  |
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| **Submitted by:**  |  |

\*Save this form on your computer 2/15