

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

\_\_\_\_ SEC \_\_\_\_\_ BE/MPS  
\_\_\_\_ AIDE \_\_\_\_\_ OKP \_\_\_\_\_ OTHER  
\_\_\_\_ MCC (ASP,EB,PT,RLD)

Building: \_\_\_\_\_

Day	Date	In	Out	In	Out	Total Hours	Comments
							Sick-Vac-Pers-Holiday?
Mon							
Tues							
Wed							
Th							
Fri							
<b>Total</b>							

Day	Date	In	Out	In	Out	Total Hours	Comments
							Sick-Vac-Pers-Holiday?
Mon							
Tues							
Wed							
Thur							
Fri							
<b>Total</b>							

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor's Signature                      Date  
Please do not sign before hours are worked.

**TOTAL HOURS FOR THIS TIME PERIOD:** \_\_\_\_\_