

**Madison-Champaign Educational Service Center**  
**Administrative Assistant Time Sheet**

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

**Beginning Date:** \_\_\_\_\_

**Ending Date:** \_\_\_\_\_

**WEEK 1**

**Beginning Balance (From previous time sheet)**

DAY	DATE	HOURS		TOTAL HOURS	EXTRA HOURS
		IN	OUT		
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL FOR CALCULATING OVERTIME				0	0

**WEEK 2**

DAY	DATE	HOURS		TOTAL HOURS	EXTRA HOURS
		IN	OUT		
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL FOR CALCULATING OVERTIME				0	0

**Ending Balance**

0

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Administrator Signature**

\_\_\_\_\_  
**Date**

**Falsification of this record may result in disciplinary action.**