



CHEBOYGAN - OTSEGO- PRESQUE ISLE
EDUCATIONAL SERVICE DISTRICT

6065 Learning Lane
Indian River, MI 49749

Phone:(231) 238-9394 Fax:(231) 238-8551

TIME RECORD

Date: _____

Employee: _____

Program: _____

From: _____ To and Including: _____

DAY	DATE	HOURS WORKED	SICK OR VACATION
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

WEEKLY TOTAL: _____

DAY	DATE	HOURS WORKED	SICK OR VACATION
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

WEEKLY TOTAL: _____

GRAND TOTAL: _____

OFFICE USE ONLY:

_____ HOURS @ _____

GROSS SALARY: _____

Employee Signature

Supervisor Initials