

CHEBOYGAN • OTSEGO • PRESQUE ISLE EDUCATIONAL SERVICE DISTRICT
 6065 Learning Lane
 Indian River, MI 49749



231-238-9394
 FAX 231-238-8551

Pay Date: _____

Due Date: _____

TIME RECORD

Employee: _____

Program: _____

DAY	DATE	Scheduled Hours	Scheduled Hours	Description
		Worked	Absent*	Absence Reason or extra duty description
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
Weekly Total				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
Weekly Total				
GRAND TOTAL				

*NOTE - Absence Report IS REQUIRED

 Employee Signature

 Supervisor Initials