



*Ripley-Union-Lewis-Huntington*  
*School District*  
**Classified Time Sheet**

~PLEASE PRINT LEGIBLY~

Pay Period Begin \_\_\_\_\_ Pay Period End \_\_\_\_\_

Position \_\_\_\_\_

Employee Name \_\_\_\_\_

Phone \_\_\_\_\_

The falsification of SICK LEAVE by an employee is grounds for suspension or termination of contract (ORC 3319.141). Falsification of TIME is also grounds for suspension or termination.

	DATE	IN	OUT	IN	OUT	REG HOURS	PROF	PER	VAC	SICK	HOL	OT	OTHER	COMMENTS
1	16													
2	17													
3	18													
4	19													
5	20													
6	21													
7	22													
8	23													
9	24													
10	25													
11	26													
12	27													
13	28													
14	29													
15	30													
	31													
<b>TOTALS</b>														

PLEASE COMPLETE AND FILE THIS TIME SHEET WITH THE BUILDING PRINCIPAL BY THE END OF EACH PAY PERIOD.

Employee \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_