

Mineral Point School District

Weekly time record (Submit promptly to principal at week's end)

Employee: _____

Week ending: _____

Day		Regular Hours	Bereavement	Emergency	Holiday	Loss of Pay	Make-Up	Overtime	Personal	School Business	Sick	Snow Time	Vacation	Total	Bus Route x # of Routes per Day
Sunday														0.00	
Monday														0.00	
Tuesday														0.00	
Wednesday														0.00	
Thursday														0.00	
Friday														0.00	
Saturday														0.00	
Total hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rate per hour															17.50
Total pay		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Employee signature

Date

Principal signature

Date