



Washington Community School District

Washington, IA

Monthly Timesheet for Secretaries, Paras, and Non-teaching Coaches and Sponsors

Name _____ School or Office _____
(please print)

Date _____ to _____

Day	In	Out	In	Out	Contract Hours	Extra Hours (hours over contracted hours)	Over Time (over 40 hours per week)	Additional Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Total Hours								

Employee's Signature

Signature of Principal or Supervisor

Date Approved