



**LOYALSOCK TOWNSHIP SCHOOL DISTRICT  
BI-WEEKLY HOURLY TIME SHEET**

PAYROLL USE ONLY  
PAYROLL PAY DATE:

NAME: \_\_\_\_\_

PAY PERIOD END DATE: \_\_\_\_\_

BUILDING: \_\_\_\_\_

POSITION: \_\_\_\_\_

DAY	DATE	IN	OUT	IN	OUT	HOURS	NOTES
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

**TOTAL** \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Approved By