



Bentley Community Schools
1170 N. Belsay Road
Burton, MI 48509
Learning for All - Whatever it Takes

Biweekly Timesheet Record

*Time recorded in ¼ hour increments (i.e. 15 minutes = .25).

Employee Name	2018-2019	Date	Time & Number of Hours Worked Week 1	Date	Time & Number of Hours Worked Week 2
Position	Monday				
Employee Signature	Tuesday				
Worksite/Location	Wednesday				
Signature of Supervisor	Thursday				
Payrate	Friday				
Total Hours Both Weeks	Saturday				
(For Admin Use) Funding Source/Account:	Sunday				
Purpose:	TOTAL				

****Timesheets MUST be turned in to your supervisor on the last FRIDAY of the pay period.**

