



Natomas Charter School

HOURLY NON-INSTRUCTIONAL PERSONNEL TIME SHEET

(Black or Blue Ink)

Name: _____

Employee ID #: _____

Month of Service Provided: _____

20____

DAY	DATE	TIME IN	TIME OUT	TOTAL HOURS	OVER TIME	COMMENTS/EXPLANATION
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
TOTAL						

Employee's Signature

Date

Coordinator's Signature

Date

Director's Signature

Date