

INTERPRETER TIMESHEET

Note: This timesheet must be filled out in its entirety in order to be paid for extracurricular work. Time must be tracked Sunday through Saturday each week and turned in at the end of each week.

"EXTRACURRICULAR HOURS" are those hours outside your regular work day. This includes before/after normal work hours and on weekends.

Fax signed form to: 614.542.4194

EMPLOYEE NAME: _____

PRIMARY WORK ASSIGNMENT: _____

EMAIL: _____

PHONE NUMBER: _____

DATES WORKED: _____ TO _____

DAY OF WEEK	DATE**	REGULAR WORK HOURS					TOTAL REGULAR WORK HOURS	EXTRACURRICULAR HOURS				STUDENT INITIALS/ HOME DISTRICT
		IN	OUT-LUNCH	IN-LUNCH	OUT	IN		OUT	TOTAL EXTRA-CURRICULAR WORK HOURS	PURPOSE		
SUNDAY												
MONDAY												
TUESDAY												
WEDNESDAY												
THURSDAY												
FRIDAY												
SATURDAY												
	TOTAL HOURS											
EMPLOYEE SIGNATURE: _____							DATE: _____					
SUPERVISOR APPROVAL: _____							DATE: _____					
ESCCO APPROVAL: _____							DATE: _____					

** Please include all work days. If leave is taken or if a holiday occurs during the week please make note (above) on that date.