

MORA PUBLIC SCHOOLS
#332 EMPLOYEE TIME SHEET
 COVID-19 Pandemic 04/01/2020

NAME _____

DATE STARTED _____ COMPLETED _____

NATURE OF WORK _____

DATE	START TIME	FINISH TIME	Comments / Work Type	Location (List One)				Hrs Worked	Leave Sick Personal Comp No Pay	Leave Hrs Used	COVID19 Leave
				MES	HS	BusG	Home				

Employee's Signature _____
 *Start a new time sheet on the 1st and 16th of each month. Be sure to subtract lunch and list hours worked in the Hrs Worked column.

Supervisor's Signature _____