

Prairie Central C.U.S.D. #8

605 N. Seventh St.
 Fairbury, IL 61739
 (815) 692-2504
 Fax (815) 692-3195

Weekly Time Record

Employee: _____

Week ending: _____

Date	Day	In	Lunch	Out	Regular Hours	Comments	Sick	Personal	Vacation	Other
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
Total										

Week ending: _____

Date	Day	In	Lunch	Out	Regular Hours	Comments	Sick	Personal	Vacation	Other
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
Total										

Week ending: _____

Date	Day	In	Lunch	Out	Regular Hours	Comments	Sick	Personal	Vacation	Other
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
Total										

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____