

**Ringgold School District  
BIWEEKLY TIMESHEET**

**Name:** \_\_\_\_\_

**Bldg Code:** \_\_\_\_\_

**Position:** \_\_\_\_\_

Weekday	Date	From/To Times	Regular Hours	Overtime Hours	Other Hours	EXPLANATION
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
<b>TOTALS</b>						

**Employee Signature:** \_\_\_\_\_  
(Your signature above is verification that the above information is true and correct.)

**Date:** \_\_\_\_\_

**Principal/Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Superintendent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Business Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This report is due in the Business Office **Monday Following Payday** for the preceding work period.

A=ABSENT W/O PAY  
B=BEREAVEMENT  
E=EMERGENCY

H= HOLIDAY  
J=JURY DUTY  
O=OTHER

P=PERSONAL  
S=SICK  
V=VACATON