

**Mahopac Central School District
Generic Time Sheet**

(This form may be used for class coverages, chaperoning, clerical OT, staff development hours, proctoring, ESY, tutoring, step, night school etc.)

EMPLOYEE NAME:						BUILDING
POSITION:						SUPERVISOR:
DEPARTMENT:						BUDGET CODE:
DATE	START TIME	END TIME		RATE	TOTAL AMOUNT	DESCRIPTION OF ACTIVITY (OUTSIDE OF NORMAL HOURS)
TOTAL PAYMENT \$						
EMPLOYEE SIGNATURE:						DATE:
SUPERVISOR SIGNATURE:						DATE: