

EMPLOYEE TIME SHEET

LEHIGHTON AREA SCHOOL DISTRICT
Lehighton, Pennsylvania

This report is to be completed by employee and submitted by immediate supervisor to the Business Office for each two-week pay period.
Reports submitted the Monday following each pay day will be paid the following payday.

DATE	TIME		TIME OUT FOR LUNCH	NUMBER OF HOURS	BUILDING	POSITION
	FROM	TO				
6-9-26	6:00	10:00		4	HS	Clean
6-10-26	6:00	10:00		4	HS	Clean
6-11-26	6:00	10:00		4	HS	Clean
			Week 1 Total	12		
			Week 2 Total			
TOTAL HOURS				12		

Print Employee

Employee Sig

Certification of

Approved for Pa

Date: 6-9-26

Date: _____

Date: 6-22-26

EMPLOYEE TIME SHEET

LEHIGHTON AREA SCHOOL DISTRICT
Lehighton, Pennsylvania

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DATE	TIME		TIME OUT FOR LUNCH	NUMBER OF HOURS	BUILDING	POSITION
	FROM	TO				
6/8/26	9:00	10:00		1	LEC	Sub-Para
6/9/26	9:00	10:00		1	LEC	" "
6/10/26	9:00	10:00		1	LEC	" "
6/11/26						
6/12/26						
			Week 1 Total	3		
			Week 2 Total			
TOTAL HOURS				3		

Print Employee Name

Employee Signature

Certification of Hours

Approved for Payment

Date: 6/12/26

Date: 6/19/26

Date:

Employee Time Sheet

LEHIGHTON AREA SCHOOL DISTRICT
Lehighton, Pennsylvania

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DATE	TIME		TIME OUT FOR LUNCH	NUMBER OF HOURS	BUILDING	POSITION
	FROM	TO				
6/15/26	7:00	12:00		5	MS	Summer cleaner
6/16/26	7:00	12:00		5	MS	" "
6/17/26	7:00	12:00		5	"	" "
6/18/26	7:00	12:00		5	"	" "
6/19/26	7:00	12:00		5	"	" "
			Week 1 Total	25		
			Week 2 Total			
			TOTAL HOURS	25		

Print Employee Name

Employee Signature

Certification of Hours

Date:

Date:

6/19/26

6-22-24

LEHIGHTON AREA SCHOOL DISTRICT
Lehigh, Pennsylvania

Reports submitted

DATE	TIME		TIME OUT FOR LUNCH	NUMBER OF HOURS	BUILDING	POSITION
	FROM	TO				
6/22/26	11:00 Am	3:00 pm	no Lunch	4		
6/23/26	10:30 Am	1:30 pm	no Lunch	3		
			Week 1 Total	7		
			Week 2 Total	0		
TOTAL HOURS				7		

Approve

Date:

6/23/26

EMPLOYEE TIME SHEET

LEHIGHTON AREA SCHOOL DISTRICT
Lehigh, Pennsylvania

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DATE	TIME		TIME OUT FOR LUNCH	NUMBER OF HOURS	BUILDING	POSITION
	FROM	TO				
6/8	6:00 AM	2:30 PM	30 min	8	EC	Sub custodian
6/9	6:00 AM	2:30 PM	30 min	8	EC	
6/10	6:00 AM	2:30 PM	30 min	8	EC	
6/11	6:00 AM	2:30 PM	30 min	8	EC	
6/12	6:00 AM	2:30 PM	30 min	8	EC	
			Week 1 Total	40	EC	Sub custodian
6/15	9:00 AM	3:00 PM	No lunch	6		
6/16	9:15 AM	3:45	No lunch	6.45		
			Week 2 Total			
TOTAL HOURS				52.15		

Print Employee

Employee Sig

Certification of

Approved for Pa

Date: _____

Date: _____

Date: 6-22-26

EMPLOYEE TIME SHEET

LEHIGHTON AREA SCHOOL DISTRICT
Lehighton, Pennsylvania

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DATE	TIME		TIME OUT FOR LUNCH	NUMBER OF HOURS	BUILDING	POSITION
	FROM	TO				
6/8	8:00	3:30	11:30	7	LAEC	Part-time nurse
			Week 1 Total	7		
			Week 2 Total			
TOTAL HOURS				7		

Print Employee Name

Employee Signature

Certification of Supervisor

Approved for Payroll

Date: 6/8/26

Date: 6/9/26

Date: _____

Superintendent or Business Administrator

EMPLOYEE TIME SHEET

LEHIGHTON AREA SCHOOL DISTRICT
Lehighton, Pennsylvania

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DATE	TIME		TIME OUT FOR LUNCH	NUMBER OF HOURS	BUILDING	POSITION
	FROM	TO				
6/8/26	2:30	5:30		3	MS	Cleaner
6/11/26	2:30	5:30		3	MS	Cleaner
6/13/26	2:30 3:00	5:30		2 1/2	MS	Dance
TOTAL HOURS				8 1/2		

Print Employee

Employee Sign

Certification of

Approved for Pay

Date:

Date:

Date:

6/13/26

6-22-26

LEHIGHTON AREA SCHOOL DISTRICT
Lehigh, Pennsylvania

This report is to be completed by employee and submitted by immediate supervisor to the Business Office for each two-week pay period.
Reports submitted the Monday following each pay day will be paid the following payday.

[illegible]

Print Employ

Employee

Certification

Date: 6-11-76

Date: 6/11/25

Nota:

EMPLOYEE TIME SHEET

LEHIGHTON AREA SCHOOL DISTRICT Lehighton, Pennsylvania

This report is to be completed by employee and submitted by immediate supervisor to the Business Office for each two-week pay period.
Reports submitted the Monday following each pay day will be paid the following payday.

DATE	TIME		TIME OUT FOR LUNCH	NUMBER OF HOURS	BUILDING	POSITION
	FROM	TO				
5-8-2026	7:30	3:00	1030 1100	7	Elem Center	Sub Para
5-9-2026	7:30	3:00	1030 1100	7	Elem Center	Sub Para
6-10-2026	7:30	3:00	1030 11:00	7	Elem Center	Sub Para
6-11-2026	7:30	3:00	1030 1100	7	Elem Center	Sub Para
6-12-2026	7:30	1:00	1030 1100	5	Elem Center	Sub Para
			Week 1 Total	33		
			Week 2 Total			
TOTAL HOURS				33		

Print Employee

Employee

Certification

Approved for

Date: 6-12-2026

Date: 6/19/26

Date:

Superintendent or Business Administrator

EMPLOYEE TIME SHEET

LEHIGHTON AREA SCHOOL DISTRICT Lehighton, Pennsylvania

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DATE	TIME		TIME OUT FOR LUNCH	NUMBER OF HOURS	BUILDING	POSITION
	FROM	TO				
6-8-26	10:00	2:00	—	4	Elementary	Lunch Aide
6-9-26	10:00	1:30	—	3½	...	...
6-10-26	10:00	2:00	—	4	...	...
6-11-26	10:00	2:00	—	4	...	...
6-12-26	9:30 10:00	1:15	—	3¾	...	...
			Week 1 Total	19¼		
			Week 2 Total			
TOTAL HOURS				19¼		

Print Employee Name

Employee Signature

Certification of Hours

Approved for Payment

Date: June 12, '26

Date: 6/18/26

Date: _____

Superintendent of Business Administration

LEHIGHTON AREA SCHOOL DISTRICT
Lehigh, Pennsylvania

DATE	TIME		TIME OUT FOR LUNCH	NUMBER OF HOURS	BUILDING	POSITION
	FROM	TO				
11/26	7:00	3:00	1/2 hr	7 1/2	HS	Sub for Melinda Armbruster, Secretary
12/26	7:00	2:30	1/2 hr	7	HS	Sub for Melinda Armbruster, Secretary
			Week 1 Total	14 1/2		
			Week 2 Total			
TOTAL HOURS				14 1/2		

Approved for Payment

Date:

Superintendent or Business Administrator

TIMESHEET REPORT

Pay Date: 07/03/2026

Sort: Name, Timesheet

Location		Pay For		Ins & Outs		Total
1844	Timesheet: Resource Officer Timesheet	Status: Completed/Approved	Final Approval: Yes	Units	Units	Units
06/08/2026	School Resource Office	MIDDLE SCHOOL		0.00	0.00	0.00
06/09/2026	School Resource Office	MIDDLE SCHOOL	Work 5:30pm - 9:00pm	3.50	3.50	3.50
06/10/2026	School Resource Office	MIDDLE SCHOOL		0.00	0.00	0.00
06/11/2026	School Resource Office	MIDDLE SCHOOL		0.00	0.00	0.00
06/12/2026	School Resource Office	MIDDLE SCHOOL		0.00	0.00	0.00
06/13/2026	School Resource Office	MIDDLE SCHOOL		0.00	0.00	0.00
06/14/2026	School Resource Office	MIDDLE SCHOOL		0.00	0.00	0.00
06/15/2026	School Resource Office	MIDDLE SCHOOL		0.00	0.00	0.00
06/16/2026	School Resource Office	MIDDLE SCHOOL		0.00	0.00	0.00
06/17/2026	School Resource Office	MIDDLE SCHOOL		0.00	0.00	0.00
06/18/2026	School Resource Office	MIDDLE SCHOOL		0.00	0.00	0.00
06/19/2026	School Resource Office	MIDDLE SCHOOL		0.00	0.00	0.00
06/20/2026	School Resource Office	MIDDLE SCHOOL		0.00	0.00	0.00
06/21/2026	School Resource Office	MIDDLE SCHOOL		0.00	0.00	0.00
Total Units				0.00	3.50	

Location		Pay For		Ins & Outs		Total
1842	Timesheet: Resource Officer Timesheet	Status: Completed/Approved	Final Approval: Yes	Units	Units	Units
06/09/2026	School Resource Office	HIGH SCHOOL		0.00	0.00	0.00
06/10/2026	School Resource Office	HIGH SCHOOL		0.00	0.00	0.00
06/11/2026	School Resource Office	HIGH SCHOOL		0.00	0.00	0.00
06/12/2026	School Resource Office	HIGH SCHOOL	Work 8:00am - 1:00pm	5.00	5.00	5.00
06/13/2026	School Resource Office	HIGH SCHOOL		0.00	0.00	0.00
06/14/2026	School Resource Office	HIGH SCHOOL		0.00	0.00	0.00
06/15/2026	School Resource Office	HIGH SCHOOL		0.00	0.00	0.00
06/16/2026	School Resource Office	HIGH SCHOOL		0.00	0.00	0.00
06/17/2026	School Resource Office	HIGH SCHOOL		0.00	0.00	0.00
06/18/2026	School Resource Office	HIGH SCHOOL		0.00	0.00	0.00

TIMESHEET REPORT

Pay Date: 07/03/2026

Sort: Name, Timesheet

Date	Job Title	Location	Timesheet: Resource Officer Timesheet	Status: Completed/Approved	Pay For	Ins & Outs	Units	Total Units
06/19/2026	School Resource Office	HIGH SCHOOL					0.00	0.00
06/20/2026	School Resource Office	HIGH SCHOOL					0.00	0.00
06/21/2026	School Resource Office	HIGH SCHOOL					0.00	0.00
Total Units							5.00	

1822	School Resource Office	HIGH SCHOOL	Timesheet: Resource Officer Timesheet	Status: Completed/Approved	Final Approval: Yes			
06/09/2026	School Resource Office	HIGH SCHOOL		Work	7:00am - 3:30pm		8.00	8.00
06/09/2026	School Resource Office	HIGH SCHOOL		Work	7:00am - 3:30pm		8.00	11.00
06/09/2026	School Resource Office	HIGH SCHOOL		Work	6:00pm - 9:00pm		3.00	
06/10/2026	School Resource Office	HIGH SCHOOL		Work	7:00am - 3:00pm		8.00	8.00
06/11/2026	School Resource Office	HIGH SCHOOL		Work	7:00am - 3:00pm		8.00	8.00
06/12/2026	School Resource Office	HIGH SCHOOL		Work	7:00am - 12:00pm		5.00	5.00
06/13/2026	School Resource Office	HIGH SCHOOL					0.00	0.00
06/14/2026	School Resource Office	HIGH SCHOOL					0.00	0.00
06/15/2026	School Resource Office	HIGH SCHOOL					0.00	0.00
06/16/2026	School Resource Office	HIGH SCHOOL					0.00	0.00
06/17/2026	School Resource Office	HIGH SCHOOL					0.00	0.00
06/18/2026	School Resource Office	HIGH SCHOOL					0.00	0.00
06/19/2026	School Resource Office	HIGH SCHOOL					0.00	0.00
06/20/2026	School Resource Office	HIGH SCHOOL					0.00	0.00
06/21/2026	School Resource Office	HIGH SCHOOL					0.00	0.00
Total Units							40.00	

	School Resource Office	ELEMENTARY CENTER	Timesheet: Resource Officer Timesheet	Status: Completed/Approved	Final Approval: Yes			
06/08/2026	School Resource Office	ELEMENTARY CENTER		Work	7:00am - 3:00pm		8.00	8.00
06/09/2026	School Resource Office	ELEMENTARY CENTER		Work	7:00am - 3:00pm		8.00	11.50
06/09/2026	School Resource Office	ELEMENTARY CENTER		Work	5:30pm - 9:00pm		3.50	
06/10/2026	School Resource Office	ELEMENTARY CENTER		Work	7:00am - 3:00pm		8.00	8.00

TIMESHEET REPORT

Pay Date: 07/03/2026

Sort: Name, Timesheet

Date	Job Title	Location	Timesheet: Resource Officer Timesheet	Status: Completed/Approved	Pay For	Ins & Outs	Units	Total Units
06/11/2026	School Resource Office	ELEMENTARY CENTER	Timesheet: Resource Officer Timesheet	Work	7:00am - 3:00pm	8.00	8.00	8.00
06/12/2026	School Resource Office	ELEMENTARY CENTER		Work	7:00am - 1:30pm	6.50	6.50	6.50
06/13/2026	School Resource Office	ELEMENTARY CENTER				0.00	0.00	0.00
06/14/2026	School Resource Office	ELEMENTARY CENTER				0.00	0.00	0.00
06/15/2026	School Resource Office	ELEMENTARY CENTER				0.00	0.00	0.00
06/16/2026	School Resource Office	ELEMENTARY CENTER				0.00	0.00	0.00
06/17/2026	School Resource Office	ELEMENTARY CENTER				0.00	0.00	0.00
06/18/2026	School Resource Office	ELEMENTARY CENTER				0.00	0.00	0.00
06/19/2026	School Resource Office	ELEMENTARY CENTER				0.00	0.00	0.00
06/20/2026	School Resource Office	ELEMENTARY CENTER				0.00	0.00	0.00
06/21/2026	School Resource Office	ELEMENTARY CENTER				0.00	0.00	0.00
Total Units							42.00	