

Employee Time Sheet

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.

DATE	TIME		TIME OUT FOR LUNCH	NUMBER OF HOURS	BUILDING	POSITION
	FROM	TO				
6/22/26	7:00	12:00		5	MS	Summer clean up
6/23/26	7:00	12:00		5	"	" "
6/24/26	7:00	12:00		5	"	" "
6/25/26	7:00	12:00		5	"	" "
6/26/26	7:00	12:00		5	"	" "
			Week 1 Total	25		
6/29/26	7:00	12:00		5	MS	Summer cleaner
6/30/26	7:00	12:00		5	"	" "
7/1/26	7:00	12:00		5	"	" "
7/2/26	7:00	12:00		5	"	" "
			Week 2 Total	20		
TOTAL HOURS				45		

Print Employee Name

Employee Signature

Date: 7/2/26

Date: 7-7-26