

[illegible]

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				
7/7/26	7:30	11:30		4	EC	ESY Teacher
7/8/26	7:30	11:30		4	EC	ESY Teacher
7/9/26	7:30	11:30		4	EC	ESY Teacher
			Week 1 Total	12		
7/13/26	7:30	11:30		4	EC	ESY Teacher
7/14/26	7:30	11:30		4	EC	ESY Teacher
7/15/26	7:30	11:30		4	EC	ESY Teacher
7/16/26	7:30	11:30		4	EC	ESY Teacher
			Week 2 Total	16		
TOTAL HOURS				28		

Print Employee Name

Employee Signature

Certification of Hours

Approved for Payment

Superintendent or Business Administrator

Date:

Date:

Date:

7/11/26

7/16/26

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				
7/7/26	7:00	12:00		5	MS	summer cleaner
7/8/26	7:00	12:00		5	MS	summer cleaner
7/9/26	7:00	12:00		5	MS	" "
7/10/26	7:00	12:00		5	MS	" "
			Week 1 Total	20		
7/13/26	7:00	12:00		5	MS	Summer cleaner
7/14/26	7:00	12:00		5	MS	Summer cleaner
7/15/26	7:00	12:00		5	MS	Summer cleaner
7/16/26	7:00	12:00		5	MS	Summer cleaner
7/17/26	7:00	12:00		5	MS	Summer cleaner
			Week 2 Total	25		
TOTAL HOURS				45		

Print Employee Name

Employee Signature

Certification of Hours

Approved for Payroll

Date: 7/17/26

Date:

Date: 7-20-24