

## WORK STUDY for NCKSEC Interlocal #636

693 2<sup>ND</sup> Ave. West

Glade, KS 67639

Phone: 785-543-2149 Fax: 785-543-6654

EMPLOYEE NAME \_\_\_\_\_ SCHOOL DISTRICT USD # \_\_\_\_\_

SUPERVISING TEACHER \_\_\_\_\_ ES MS/JH HS MONTH ENDING \_\_\_\_\_ 200 \_\_\_\_\_

Week of:		Monday		Tuesday		Wednesday		Thursday		Friday		Weekly	Date & Reason for Absence
		Hr.	Min.	Hr.	Min.	Hr.	Min.	Hr.	Min.	Hr.	Min.	Totals	
AM	IN												
	OUT												
PM	IN												
	OUT												
Time Worked Each Day													
Week of:		Monday		Tuesday		Wednesday		Thursday		Friday		Weekly	Date & Reason for Absence
		Hr.	Min.	Hr.	Min.	Hr.	Min.	Hr.	Min.	Hr.	Min.		
AM	IN												
	OUT												
PM	IN												
	OUT												
Time Worked Each Day													
Week of:		Monday		Tuesday		Wednesday		Thursday		Friday		Weekly	Date & Reason for Absence
		Hr.	Min.	Hr.	Min.	Hr.	Min.	Hr.	Min.	Hr.	Min.		
AM	IN												
	OUT												
PM	IN												
	OUT												
Time Worked Each Day													
Week of:		Monday		Tuesday		Wednesday		Thursday		Friday		Weekly	Date & Reason for Absence
		Hr.	Min.	Hr.	Min.	Hr.	Min.	Hr.	Min.	Hr.	Min.		
AM	IN												
	OUT												
PM	IN												
	OUT												
Time Worked Each Day													

In order that we may comply with the Wage-Hour Law, each employee is required to fill in the time worked each day and turn in this sheet at the end of the month. If called away during working hours, notation of this time should be made in the reason for absence column.

**Monthly Total**

Employee Signature \_\_\_\_\_

Administrator Signature \_\_\_\_\_