

COMMUNITY SERVICE - BUILDING SUPERVISION TIME SHEET

Williamson County Board of Education

PLEASE FILL THIS OUT IN ITS ENTIRETY
DO NOT LEAVE ANYTHING BLANK

Today's Date _____ Location of Supervision (**Name of School**) _____

Name of Organization Using Services _____

Employee's Name (***PRINT ONLY***) _____ Employee's # _____

Date of Supervision	Time In	Lunch Out	Lunch In	Time Out	Total Hours	Signature of Authorized Person with Organization Using Facility
				Total Hours		

1. Please submit time sheets within **10 days** of supervision, custodial or food service obligations; otherwise, we may have to find someone else to handle the community service commitments.
2. FAILURE TO FILL OUT **ALL PERTINENT INFORMATION** CAN RESULT IN DELAYED PAYMENT!
3. When you work over 6 (six) hours, you must record a 30-minute break per Tennessee State Law. The SOP calls for supervision of compliance during the event only so there should be no physical work that would prevent the aforementioned break.

I certify that the reported information is correct, and I was not permitted or required to work or perform duties not reported on this time sheet.

Employee Signature

Date

TO SUBMIT FOR PAYMENT, email this form to leonardor@wcs.edu as a scanned PDF

SUPERVISORS – DO NOT WRITE BELOW THIS LINE

Central Office Use Only

Estimated Scheduled Pay Date _____

Facilities Department
(Payment Approval)

Date Received

# Hours	Rate Per Hour	Total
	18.68	