



ATA

****Sample****

Regular Employee Acting Admin/Night School/Summer School

Name: Your name

School: Your school

Pay period dates
(From- To)

Date Month/Day	Day							
			Acting Admin	Night School	Summer School	Other	Reason	Admin Approval
Date	Monday		1				Acting admin for 'name of school'	Admin signature
Date	Tuesday			0.5			Night school for 'name of school'	Admin signature
	Wednesday							
	Thursday							
	Friday							
	Sat/Sun							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Sat/Sun							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Sat/Sun							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Sat/Sun							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Sat/Sun							
Total Hours								

Date

Date

Your signature

Employee's signature

Account code

Please Note: Cut off is noon on Thursday the week before Payday. Late timesheets will be processed on the following Payday