

CHEBOYGAN • OTSEGO • PRESQUE ISLE EDUCATIONAL SERVICE DISTRICT

6065 Learning Lane
Indian River, MI 49749

231-238-9394
FAX 231-238-8551

Pay Date: _____

Due Date: _____

TIME RECORD

Employee: _____
Program: _____



DAY	DATE	Scheduled Hours	Scheduled Hours	Description
		Worked	Absent*	Absence Reason or extra duty description
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
Weekly Total				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
Weekly Total				
GRAND TOTAL				

***NOTE - Absence Report IS REQUIRED**

Employee Signature

Supervisor Initials