

Daviess-Martin Special Education Coop

Bi-Weekly Time Sheet

Payroll Date : _____ Name: _____			Location: _____ Position: _____		
<u>Date:</u>	<u>Start Time:</u>	<u>End Time:</u>	<u>Start Time:</u>	<u>End Time:</u>	<u>Total Hours:</u>

No PART-TIME Para is authorized to work more than 27.5 hours per week without pre-approval from DMSEC Central Office.

No FULL-TIME Para is authorized to work more than 35 hours per week without pre-approval from DMSEC Central Office.

Employee Signature: _____ Date: _____

Building Principal Signature: _____ Date: _____