

**CHEBOYGAN • OTSEGO • PRESQUE ISLE EDUCATIONAL SERVICE DISTRICT**

6065 Learning Lane  
Indian River, MI 49749

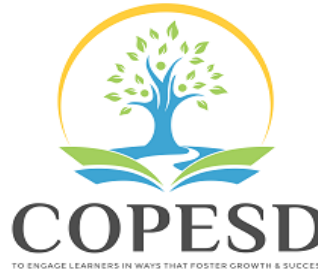
231-238-9394  
FAX 231-238-8551

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