

# Eastmont School District #206

## Time and Attendance Report

### *ParaEducator*

Month: \_\_\_\_\_

Year: \_\_\_\_\_

Employee's Name (Please Print) \_\_\_\_\_

Position \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

*Report hours to the nearest fifteen (15) minutes.*

| Date:         | Contract Hours | Extra Hours | Sick/<br>Emerg. Leave | Personal Leave | Other Leave | Total | Budget #<br>or Notes |
|---------------|----------------|-------------|-----------------------|----------------|-------------|-------|----------------------|
| 1             |                |             |                       |                |             | 0.00  |                      |
| 2             |                |             |                       |                |             | 0.00  |                      |
| 3             |                |             |                       |                |             | 0.00  |                      |
| 4             |                |             |                       |                |             | 0.00  |                      |
| 5             |                |             |                       |                |             | 0.00  |                      |
| 6             |                |             |                       |                |             | 0.00  |                      |
| 7             |                |             |                       |                |             | 0.00  |                      |
| 8             |                |             |                       |                |             | 0.00  |                      |
| 9             |                |             |                       |                |             | 0.00  |                      |
| 10            |                |             |                       |                |             | 0.00  |                      |
| 11            |                |             |                       |                |             | 0.00  |                      |
| 12            |                |             |                       |                |             | 0.00  |                      |
| 13            |                |             |                       |                |             | 0.00  |                      |
| 14            |                |             |                       |                |             | 0.00  |                      |
| 15            |                |             |                       |                |             | 0.00  |                      |
| 16            |                |             |                       |                |             | 0.00  |                      |
| 17            |                |             |                       |                |             | 0.00  |                      |
| 18            |                |             |                       |                |             | 0.00  |                      |
| 19            |                |             |                       |                |             | 0.00  |                      |
| 20            |                |             |                       |                |             | 0.00  |                      |
| 21            |                |             |                       |                |             | 0.00  |                      |
| 22            |                |             |                       |                |             | 0.00  |                      |
| 23            |                |             |                       |                |             | 0.00  |                      |
| 24            |                |             |                       |                |             | 0.00  |                      |
| 25            |                |             |                       |                |             | 0.00  |                      |
| 26            |                |             |                       |                |             | 0.00  |                      |
| 27            |                |             |                       |                |             | 0.00  |                      |
| 28            |                |             |                       |                |             | 0.00  |                      |
| 29            |                |             |                       |                |             | 0.00  |                      |
| 30            |                |             |                       |                |             | 0.00  |                      |
| 31            |                |             |                       |                |             | 0.00  |                      |
| <b>Total:</b> | 0.00           | 0.00        | 0.00                  | 0.00           | 0.00        | 0.00  |                      |