

VERNON ISD
Non-Exempt Employee Time Sheet

Performing Duty (Check One): After School Tutoring _____
 Game Worker _____
 Bus Monitor Aide _____
 Saturday School _____
 Other (Please list below) _____

NAME: _____

Week: _____ to _____

Day	Date	Before Time In	Before Time Out	NORMAL SCHEDULE		After Time In	After Time Out	Total Hours Over Normal
				IN	OUT			
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Total Hours

You will be paid for time over your normal working schedule.

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Administrator Signature: _____ Date: _____