

RANDOLPH PUBLIC SCHOOLS
Randolph, Massachusetts
2017-2018

PAYROLL / ATTENDANCE REPORT

NAME: _____

SCHOOL: _____ DEPT / JOB: _____

WEEK ENDING: _____

<u>DAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>TOTAL</u>
HOURS						
<u>RELATIONSHIP</u> (If Bereavement)						

In the boxes above, for each day, indicate the number of hours worked. (Do **NOT** include lunch periods)

OR

Enter one of the following codes if **NO** work was performed due to:

1. SNOW DAY = **O**
2. *LEGAL HOLIDAY, AS PER YOUR UNION'S CONTRACT = **H**
3. ABSENCE DUE TO SICKNESS = **S**
4. ABSENCE DUE TO PERSONAL DAY = **PD**
5. ABSENCE DUE TO BEREAVEMENT = **B**
6. NO SCHOOL DUE TO RELIGIOUS HOLIDAYS = **O**
7. VACATION = **V**
8. JURY DUTY = **J**

I attest to the fact that the above information is correct.

Falsification of the time record may result in disciplinary action, up to and including termination.

SIGNATURE OF EMPLOYEE: _____ DATE: _____

ADMINISTRATOR'S SIGNATURE: _____