



Spooner Area School District

801 County Highway A · Spooner, WI 54801 · 715-635-2171 · www.spooner.k12.wi.us

Time Sheet

Due to District Office by the 3rd business day of the following month

Name _____ Month _____

DAY OF MONTH	NO OF HOURS OR CODE **	DESCRIPTION OF JOB/WORK
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
TOTAL		

**CODE = Extra-curricular Pay Scale Code per Schedule on reverse side.

FOR OFFICE USE ONLY

Supervisor Approval _____ Date _____

Business Office Approval _____ Date _____

FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE

Name _____ Date _____

Acct No _____ Amount _____

Voucher No _____

Voucher Total _____