

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 8/11/2019

PERIOD ENDING: 8/31/2019

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____

HRLY/DAILY RATE: _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	8/11/2019					
MONDAY	8/12/2019					
TUESDAY	8/13/2019					
WEDNESDAY	8/14/2019					
THURSDAY	8/15/2019					
FRIDAY	8/16/2019					
SATURDAY	8/17/2019					
SUNDAY	8/18/2019					
MONDAY	8/19/2019					
TUESDAY	8/20/2019					
WEDNESDAY	8/21/2019					
THURSDAY	8/22/2019					
FRIDAY	8/23/2019					
SATURDAY	8/24/2019					
SUNDAY	8/25/2019					
MONDAY	8/26/2019					
TUESDAY	8/27/2019					
WEDNESDAY	8/28/2019					
THURSDAY	8/29/2019					
FRIDAY	8/30/2019					
SATURDAY	8/31/2019					

EMPLOYEE SIGNATURE: _____

TOTAL REGULAR HOURS WORKED

PRINCIPAL/DIRECTOR SIGNATURE: _____

TOTAL EXTRA HOURS WORKED

ACCOUNT NUMBER: _____

GRAND TOTAL HOURS WORKED

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 8/26/2018

PERIOD ENDING: 9/8/2018

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____ **HRLY/DAILY RATE:** _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	8/26/2018					
MONDAY	8/27/2018					
TUESDAY	8/28/2018					
WEDNESDAY	8/29/2018					
THURSDAY	8/30/2018					
FRIDAY	8/31/2018					
SATURDAY	9/1/2018					
SUNDAY	9/2/2018					
MONDAY	9/3/2018					Holiday
TUESDAY	9/4/2018					
WEDNESDAY	9/5/2018					
THURSDAY	9/6/2018					
FRIDAY	9/7/2018					
SATURDAY	9/8/2018					

EMPLOYEE SIGNATURE: _____

TOTAL REGULAR HOURS WORKED

PRINCIPAL/DIRECTOR SIGNATURE: _____

TOTAL EXTRA HOURS WORKED

ACCOUNT NUMBER: _____

GRAND TOTAL HOURS WORKED

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**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 9/9/2018

PERIOD ENDING: 9/22/2018

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____ **HRLY/DAILY RATE:** _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	9/9/2018					
MONDAY	9/10/2018					
TUESDAY	9/11/2018					
WEDNESDAY	9/12/2018					
THURSDAY	9/13/2018					
FRIDAY	9/14/2018					
SATURDAY	9/15/2018					
SUNDAY	9/16/2018					
MONDAY	9/17/2018					
TUESDAY	9/18/2018					
WEDNESDAY	9/19/2018					
THURSDAY	9/20/2018					
FRIDAY	9/21/2018					
SATURDAY	9/22/2018					

EMPLOYEE SIGNATURE: _____

TOTAL REGULAR HOURS WORKED

PRINCIPAL/DIRECTOR SIGNATURE: _____

TOTAL EXTRA HOURS WORKED

ACCOUNT NUMBER: _____

GRAND TOTAL HOURS WORKED

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 9/23/2018

PERIOD ENDING: 10/6/2018

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____ **HRLY/DAILY RATE:** _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	9/23/2018					
MONDAY	9/24/2018					
TUESDAY	9/25/2018					
WEDNESDAY	9/26/2018					
THURSDAY	9/27/2018					
FRIDAY	9/28/2018					
SATURDAY	9/29/2018					
SUNDAY	9/30/2018					
MONDAY	10/1/2018					
TUESDAY	10/2/2018					
WEDNESDAY	10/3/2018					
THURSDAY	10/4/2018					
FRIDAY	10/5/2018					
SATURDAY	10/6/2018					

EMPLOYEE SIGNATURE: _____

TOTAL REGULAR HOURS WORKED

PRINCIPAL/DIRECTOR SIGNATURE: _____

TOTAL EXTRA HOURS WORKED

ACCOUNT NUMBER: _____

GRAND TOTAL HOURS WORKED

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 10/7/2018

PERIOD ENDING: 10/20/2018

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____

HRLY/DAILY RATE: _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	10/7/2018					
MONDAY	10/8/2018					
TUESDAY	10/9/2018					
WEDNESDAY	10/10/2018					
THURSDAY	10/11/2018					
FRIDAY	10/12/2018					
SATURDAY	10/13/2018					
SUNDAY	10/14/2018					
MONDAY	10/15/2018					
TUESDAY	10/16/2018					
WEDNESDAY	10/17/2018					
THURSDAY	10/18/2018					
FRIDAY	10/19/2018					
SATURDAY	10/20/2018					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 10/21/2018

PERIOD ENDING: 11/3/2018

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____ **HRLY/DAILY RATE:** _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	10/21/2018					
MONDAY	10/22/2018					
TUESDAY	10/23/2018					
WEDNESDAY	10/24/2018					EARLY RELEASE
THURSDAY	10/25/2018					
FRIDAY	10/26/2018					
SATURDAY	10/27/2018					
SUNDAY	10/28/2018					
MONDAY	10/29/2018					
TUESDAY	10/30/2018					
WEDNESDAY	10/31/2018					
THURSDAY	11/1/2018					
FRIDAY	11/2/2018					
SATURDAY	11/3/2018					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

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**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 11/4/2018

PERIOD ENDING: 11/24/2018

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____ **HRLY/DAILY RATE:** _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	11/4/2018					
MONDAY	11/5/2018					
TUESDAY	11/6/2018					
WEDNESDAY	11/7/2018					
THURSDAY	11/8/2018					
FRIDAY	11/9/2018					
SATURDAY	11/10/2018					
SUNDAY	11/11/2018					
MONDAY	11/12/2018					
TUESDAY	11/13/2018					
WEDNESDAY	11/14/2018					
THURSDAY	11/15/2018					
FRIDAY	11/16/2018					
SATURDAY	11/17/2018					
SUNDAY	11/18/2018					
MONDAY	11/19/2018					THANKSGIVING
TUESDAY	11/20/2018					THANKSGIVING
WEDNESDAY	11/21/2018					THANKSGIVING
THURSDAY	11/22/2018					THANKSGIVING
FRIDAY	11/23/2018					THANKSGIVING
SATURDAY	11/24/2018					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

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**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 11/25/2018

PERIOD ENDING: 12/8/2018

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____

HRLY/DAILY RATE: _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	11/25/2018					
MONDAY	11/26/2018					
TUESDAY	11/27/2018					
WEDNESDAY	11/28/2018					EARLY RELEASE
THURSDAY	11/29/2018					
FRIDAY	11/30/2018					
SATURDAY	12/1/2018					
SUNDAY	12/2/2018					
MONDAY	12/3/2018					
TUESDAY	12/4/2018					
WEDNESDAY	12/5/2018					
THURSDAY	12/6/2018					
FRIDAY	12/7/2018					
SATURDAY	12/8/2018					

EMPLOYEE SIGNATURE: _____

TOTAL REGULAR HOURS WORKED

PRINCIPAL/DIRECTOR SIGNATURE: _____

TOTAL EXTRA HOURS WORKED

ACCOUNT NUMBER: _____

GRAND TOTAL HOURS WORKED

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**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 12/9/2018

PERIOD ENDING: 12/22/2018

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____ **HRLY/DAILY RATE:** _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	12/9/2018					
MONDAY	12/10/2018					
TUESDAY	12/11/2018					
WEDNESDAY	12/12/2018					
THURSDAY	12/13/2018					
FRIDAY	12/14/2018					
SATURDAY	12/15/2018					
SUNDAY	12/16/2018					
MONDAY	12/17/2018					
TUESDAY	12/18/2018					
WEDNESDAY	12/19/2018					
THURSDAY	12/20/2018					
FRIDAY	12/21/2018					EARLY RELEASE
SATURDAY	12/22/2018					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

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**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 12/23/2018

PERIOD ENDING: 1/12/2019

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____ **END:** _____ **HR/DAI/DAI RATE:** _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	12/23/2018					
MONDAY	12/24/2018					WINTER BREAK
TUESDAY	12/25/2018					WINTER BREAK
WEDNESDAY	12/26/2018					WINTER BREAK
THURSDAY	12/27/2018					WINTER BREAK
FRIDAY	12/28/2018					WINTER BREAK
SATURDAY	12/29/2018					
SUNDAY	12/30/2018					
MONDAY	12/31/2018					WINTER BREAK
TUESDAY	1/1/2019					WINTER BREAK
WEDNESDAY	1/2/2019					WINTER BREAK
THURSDAY	1/3/2019					WINTER BREAK
FRIDAY	1/4/2019					WINTER BREAK
SATURDAY	1/5/2019					
SUNDAY	1/6/2019					
MONDAY	1/7/2019					
TUESDAY	1/8/2019					
WEDNESDAY	1/9/2019					
THURSDAY	1/10/2019					
FRIDAY	1/11/2019					
SATURDAY	1/12/2019					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 1/13/2019

PERIOD ENDING: 1/26/2019

NAME OF EMPLOYEE: _____

SS# _____

(PLEASE PRINT OR TYPE)

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____ **HRLY/DAILY RATE:** _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	1/13/2019					
MONDAY	1/14/2019					
TUESDAY	1/15/2019					
WEDNESDAY	1/16/2019					
THURSDAY	1/17/2019					
FRIDAY	1/18/2019					
SATURDAY	1/19/2019					
SUNDAY	1/20/2019					
MONDAY	1/21/2019					HOLIDAY
TUESDAY	1/22/2019					
WEDNESDAY	1/23/2019					
THURSDAY	1/24/2019					
FRIDAY	1/25/2019					
SATURDAY	1/26/2019					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 1/27/2019

PERIOD ENDING: 2/9/2019

NAME OF EMPLOYEE: _____

SS# _____

(PLEASE PRINT OR TYPE)

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____ **HRLY/DAILY RATE:** _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	1/27/2019					
MONDAY	1/28/2019					
TUESDAY	1/29/2019					
WEDNESDAY	1/30/2019					
THURSDAY	1/31/2019					
FRIDAY	2/1/2019					
SATURDAY	2/2/2019					
SUNDAY	2/3/2019					
MONDAY	2/4/2019					
TUESDAY	2/5/2019					
WEDNESDAY	2/6/2019					
THURSDAY	2/7/2019					
FRIDAY	2/8/2019					
SATURDAY	2/9/2019					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

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**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 2/10/2019

PERIOD ENDING: 2/23/2019

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____

HRLY/DAILY RATE: _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	2/10/2019					
MONDAY	2/11/2019					
TUESDAY	2/12/2019					
WEDNESDAY	2/13/2019					
THURSDAY	2/14/2019					
FRIDAY	2/15/2019					
SATURDAY	2/16/2019					
SUNDAY	2/17/2019					
MONDAY	2/18/2019					
TUESDAY	2/19/2019					
WEDNESDAY	2/20/2019					
THURSDAY	2/21/2019					
FRIDAY	2/22/2019					
SATURDAY	2/23/2019					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

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**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 2/24/2019

PERIOD ENDING: 3/16/2019

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____ **HRLY/DAILY RATE:** _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	2/24/2019					
MONDAY	2/25/2019					
TUESDAY	2/26/2019					
WEDNESDAY	2/27/2019					
THURSDAY	2/28/2019					
FRIDAY	3/1/2019					
SATURDAY	3/2/2019					
SUNDAY	3/3/2019					
MONDAY	3/4/2019					
TUESDAY	3/5/2019					
WEDNESDAY	3/6/2019					
THURSDAY	3/7/2019					
FRIDAY	3/8/2019					
SATURDAY	3/9/2019					
SUNDAY	3/10/2019					
MONDAY	3/11/2019					SPRING BREAK
TUESDAY	3/12/2019					SPRING BREAK
WEDNESDAY	3/13/2019					SPRING BREAK
THURSDAY	3/14/2019					SPRING BREAK
FRIDAY	3/15/2019					SPRING BREAK
SATURDAY	3/16/2019					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 3/17/2019

PERIOD ENDING: 3/30/2019

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____ **HRLY/DAILY RATE:** _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	3/17/2019					
MONDAY	3/18/2019					
TUESDAY	3/19/2019					
WEDNESDAY	3/20/2019					EARLY RELEASE
THURSDAY	3/21/2019					
FRIDAY	3/22/2019					
SATURDAY	3/23/2019					
SUNDAY	3/24/2019					
MONDAY	3/25/2019					
TUESDAY	3/26/2019					
WEDNESDAY	3/27/2019					
THURSDAY	3/28/2019					
FRIDAY	3/29/2019					
SATURDAY	3/30/2019					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS WORKED**

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**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 3/31/2019

PERIOD ENDING: 4/13/2019

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____

HRLY/DAILY RATE: _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	3/31/2019					
MONDAY	4/1/2019					
TUESDAY	4/2/2019					
WEDNESDAY	4/3/2019					
THURSDAY	4/4/2019					
FRIDAY	4/5/2019					
SATURDAY	4/6/2019					
SUNDAY	4/7/2019					
MONDAY	4/8/2019					
TUESDAY	4/9/2019					
WEDNESDAY	4/10/2019					
THURSDAY	4/11/2019					
FRIDAY	4/12/2019					
SATURDAY	4/13/2019					

EMPLOYEE SIGNATURE: _____

TOTAL REGULAR HOURS WORKED

PRINCIPAL/DIRECTOR SIGNATURE: _____

TOTAL EXTRA HOURS WORKED

ACCOUNT NUMBER: _____

GRAND TOTAL HOURS WORKED

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 4/14/2019

PERIOD ENDING: 4/27/2019

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____ **HRLY/DAILY RATE:** _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	4/14/2019					
MONDAY	4/15/2019					
TUESDAY	4/16/2019					
WEDNESDAY	4/17/2019					
THURSDAY	4/18/2019					
FRIDAY	4/19/2019					HOLIDAY
SATURDAY	4/20/2019					
SUNDAY	4/21/2019					
MONDAY	4/22/2019					
TUESDAY	4/23/2019					
WEDNESDAY	4/24/2019					EARLY RELEASE
THURSDAY	4/25/2019					
FRIDAY	4/26/2019					
SATURDAY	4/27/2019					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 4/28/2019

PERIOD ENDING: 5/11/2019

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____

HRLY/DAILY RATE: _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	4/28/2019					
MONDAY	4/29/2019					
TUESDAY	4/30/2019					
WEDNESDAY	5/1/2019					
THURSDAY	5/2/2019					
FRIDAY	5/3/2019					
SATURDAY	5/4/2019					
SUNDAY	5/5/2019					
MONDAY	5/6/2019					
TUESDAY	5/7/2019					
WEDNESDAY	5/8/2019					
THURSDAY	5/9/2019					
FRIDAY	5/10/2019					
SATURDAY	5/11/2019					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 5/12/2019

PERIOD ENDING: 5/25/2019

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____

HRLY/DAILY RATE: _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	5/12/2019					
MONDAY	5/13/2019					
TUESDAY	5/14/2019					
WEDNESDAY	5/15/2019					
THURSDAY	5/16/2019					
FRIDAY	5/17/2019					
SATURDAY	5/18/2019					
SUNDAY	5/19/2019					
MONDAY	5/20/2019					
TUESDAY	5/21/2019					
WEDNESDAY	5/22/2019					
THURSDAY	5/23/2019					
FRIDAY	5/24/2019					
SATURDAY	5/25/2019					

EMPLOYEE SIGNATURE: _____

TOTAL REGULAR HOURS WORKED

PRINCIPAL/DIRECTOR SIGNATURE: _____

TOTAL EXTRA HOURS WORKED

ACCOUNT NUMBER: _____

GRAND TOTAL HOURS WORKED

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 5/26/2019

PERIOD ENDING: 6/15/2019

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____ **HRLY/DAILY RATE:** _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	5/26/2019					
MONDAY	5/27/2019					MEMORIAL DAY
TUESDAY	5/28/2019					
WEDNESDAY	5/29/2019					
THURSDAY	5/30/2019					ER/G
FRIDAY	5/31/2019					TEACHER PREP
SATURDAY	6/1/2019					
SUNDAY	6/2/2019					
MONDAY	6/3/2019					
TUESDAY	6/4/2019					
WEDNESDAY	6/5/2019					
THURSDAY	6/6/2019					
FRIDAY	6/7/2019					
SATURDAY	6/8/2019					
SUNDAY	6/9/2019					
MONDAY	6/10/2019					
TUESDAY	6/11/2019					
WEDNESDAY	6/12/2019					
THURSDAY	6/13/2019					
FRIDAY	6/14/2019					
SATURDAY	6/15/2019					

EMPLOYEE SIGNATURE: _____

TOTAL REGULAR HOURS WORKED

PRINCIPAL/DIRECTOR SIGNATURE: _____

TOTAL EXTRA HOURS WORKED

ACCOUNT NUMBER: _____

GRAND TOTAL HOURS WORKED

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 6/16/2019

PERIOD ENDING: 6/29/2019

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____ **HRLY/DAILY RATE:** _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	6/16/2019					
MONDAY	6/17/2019					
TUESDAY	6/18/2019					
WEDNESDAY	6/19/2019					
THURSDAY	6/20/2019					
FRIDAY	6/21/2019					
SATURDAY	6/22/2019					
SUNDAY	6/23/2019					
MONDAY	6/24/2019					
TUESDAY	6/25/2019					
WEDNESDAY	6/26/2019					
THURSDAY	6/27/2019					
FRIDAY	6/28/2019					
SATURDAY	6/29/2019					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 6/30/2019

PERIOD ENDING: 7/13/2019

NAME OF EMPLOYEE: _____
(PLEASE PRINT OR TYPE)

SS# _____

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____

HR/DAI RATE: _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	6/30/2019					
MONDAY	7/1/2019					
TUESDAY	7/2/2019					
WEDNESDAY	7/3/2019					Holiday
THURSDAY	7/4/2019					Independence Day
FRIDAY	7/5/2019					
SATURDAY	7/6/2019					
SUNDAY	7/7/2019					
MONDAY	7/8/2019					
TUESDAY	7/9/2019					
WEDNESDAY	7/10/2019					
THURSDAY	7/11/2019					
FRIDAY	7/12/2019					
SATURDAY	7/13/2019					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 7/14/2019

PERIOD ENDING: 7/27/2019

NAME OF EMPLOYEE: _____

SS# _____

(PLEASE PRINT OR TYPE)

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____

HR/LY/DAILY RATE: _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	7/14/2019					
MONDAY	7/15/2019					
TUESDAY	7/16/2019					
WEDNESDAY	7/17/2019					
THURSDAY	7/18/2019					
FRIDAY	7/19/2019					
SATURDAY	7/20/2019					
SUNDAY	7/21/2019					
MONDAY	7/22/2019					
TUESDAY	7/23/2019					
WEDNESDAY	7/24/2019					
THURSDAY	7/25/2019					
FRIDAY	7/26/2019					
SATURDAY	7/27/2019					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****

**GALVESTON INDEPENDENT SCHOOL DISTRICT
SEMI-MONTHLY TIME REPORT
ABSENCE & SUBSTITUTE REPORTING**

PERIOD BEGINNING: 7/28/2019

PERIOD ENDING: 8/10/2019

NAME OF EMPLOYEE: _____

SS# _____

(PLEASE PRINT OR TYPE)

CAMPUS: _____

POSITION: _____

DAILY SCHEDULE: **START:** _____

END: _____

HRLY/DAILY RATE: _____

Day of Week	Date of Week	REGULAR HOURS WORKED		EXTRA TIME WORKED		Total Hours Worked Per Week
		Time In	Time Out	Time In	Time Out	
SUNDAY	7/28/2019					
MONDAY	7/29/2019					
TUESDAY	7/30/2019					
WEDNESDAY	7/31/2019					
THURSDAY	8/1/2019					
FRIDAY	8/2/2019					
SATURDAY	8/3/2019					
SUNDAY	8/4/2019					
MONDAY	8/5/2019					
TUESDAY	8/6/2019					
WEDNESDAY	8/7/2019					
THURSDAY	8/8/2019					
FRIDAY	8/9/2019					
SATURDAY	8/10/2019					

EMPLOYEE SIGNATURE: _____

**TOTAL
REGULAR
HOURS
WORKED**

PRINCIPAL/DIRECTOR SIGNATURE: _____

**TOTAL EXTRA
HOURS
WORKED**

ACCOUNT NUMBER: _____

**GRAND TOTAL
HOURS
WORKED**

****FALSIFICATION OF A GOVERNMENT RECORD IS A CRIMINAL OFFENSE. A TIMESHEET IS A GOVERNMENT RECORD.****