

| Employee Number | | Name | | 1 | | | |
|------------------|--------------|-------------------|----|-----|----------|----|-------|
| Month | | Pay Period Ending | | | | | |
| Period and Grade | | | | | | | |
| Course | | | | | | | |
| Workstation | | | | | | | |
| Instructor | | | | | | | |
| Date | REGULAR TIME | | | | OVERTIME | | TOTAL |
| | IN | OUT | IN | OUT | OUT | IN | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| | | | | | | | |
| TOTAL | | | | | | | |
| Signature | | | | | | | |

| Employee Number | | Name | | 2 | | | |
|------------------|--------------|-------------------|----|-----|----------|----|-------|
| Month | | Pay Period Ending | | | | | |
| Period and Grade | | | | | | | |
| Course | | | | | | | |
| Workstation | | | | | | | |
| Instructor | | | | | | | |
| Date | REGULAR TIME | | | | OVERTIME | | TOTAL |
| | IN | OUT | IN | OUT | OUT | IN | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |
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| 27 | | | | | | | |
| 28 | | | | | | | |
| 29 | | | | | | | |
| 30 | | | | | | | |
| 31 | | | | | | | |
| TOTAL | | | | | | | |
| Signature | | | | | | | |